

Instructions:

1. Log in to Campus Information Services with your uNID and password



Login

uNID: (e.g. u8675309)

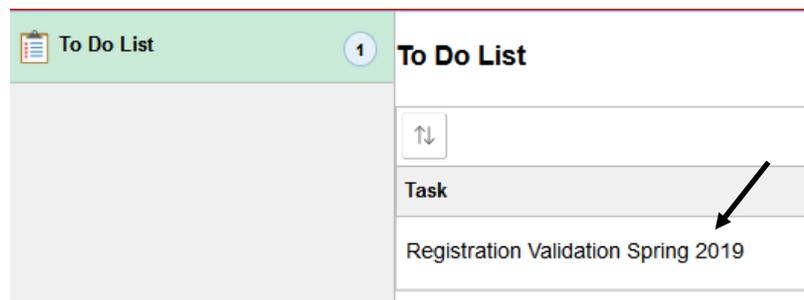
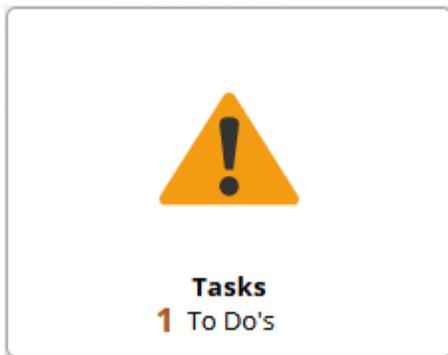
[Forgot your uNID?](#) ←

Password:

[Forgot your password?](#) ←

←

2. Click on the Tasks tile on your Student Homepage, then click on **Registration Validation** task.



3. Once you click the link you will be taken to the Registration Validation homepage and given instructions. Once you have read the instructions you will click the “Next” button to continue.

Registration Validation Spring 2019

Step 1 of 7: Introduction

Instructions:

Please review your contact information and update any information that is not correct. If it is correct, click the confirm button and click the next button.

Physical Location - The University is required to know where you will be physically located while taking classes. Please indicate the State/Territory (ex. UT) or Country in which you will be located for Spring 2019 and click the save button before confirming the task.

Major Information - Please review the information and if you need to declare a major or have any questions, please click on the link to make an appointment with your Advisor. If you are no longer pursuing a major listed, please click on the remove major link.

If you need to exit the Task, please click on the Exit button. It will save your progress and when you return to the Task you will begin where you left off.

4. The next steps will be a review of your biographical information to ensure it is correct. The first to review is your email and phone numbers to ensure they are up to date, if not, edit the email or phone number by clicking on the one that needs to be updated. Once it is correct or reviewed, click the “Confirm” button and then click the “Next” button to continue.

Registration Validation Spring 2019

Step 2 of 7: Contact Details

Confirm

Email

Email	Type	Preferred
	Email Address	✓
	UMail Email Address	
	UMail Alias	

Phone

Phone	Type	Preferred
	Mailing	✓
	Mobile	

5. Next review your mailing address to ensure it is correct, if not, edit it. Once it is correct or reviewed, click the “Confirm” button and then the “Next” button to continue.

Registration Validation Spring 2019

Exit Previous

1 Introduction Visited

2 Contact Details Complete

3 Addresses In Progress

4 Emergency Contacts Not Started

5 Physical Location Not Started

6 Major Information Not Started

7 Complete Task Not Started

Step 3 of 7: Addresses

Mailing Address

Address	From
	Current >

Confirm

6. Next review your Emergency Contacts to ensure they are correct, if not, edit them. Once they are correct or reviewed, click the “Confirm” button and then the “Next” button to continue.

Registration Validation Spring 2019

Exit Previous

1 Introduction Visited

2 Contact Details Complete

3 Addresses Complete

4 Emergency Contacts In Progress

5 Physical Location Not Started

6 Major Information Not Started

7 Complete Task Not Started

Step 4 of 7: Emergency Contacts

Contact	Phone	Preferred
		✓ >

Confirm

7. Next, indicate where you will be physically located while taking classes. Click yes if you are physically located in a US State or Territory, then indicate the State or Territory in the below box. If you are not located in a US State or Territory click no and indicate the Country. Once completed click the “Save” button, then click the “Confirm” button and then the “Next” button.

Registration Validation Spring 2019

Step 5 of 7: Physical Location

For compliance purposes, the University requires you to report where you are physically located when taking classes. During Summer 2019 term, will you be physically located in a U.S. state or territory?

Yes No

State UT

Save

Confirm

8. Next review your major to ensure it is correct. If you need to declare a major or have any questions, click the link to make an appointment with your advisor. If you are no longer pursuing a major listed click the remove a major link. Once reviewed, click the “Confirm” button and then the “Next” button.

Registration Validation Spring 2019

Step 6 of 7: Major Information

Please review the below information. If you need to make a change or update, please utilize the links below to make an appointment with an advisor or request to drop a major. If your program information is correct or you have made the necessary appointment and/or drop request, please click the "Mark As Complete" button in the top right corner.

Career	Undergraduate Semester
College	University of Utah
Major	Undeclared
Minor	

If any of the above information needs to be updated, please click to make an appointment with an advisor.
If you need to remove a major (which will drop the associated minor/emphasis/track), please click to open the request.

Confirm

9. The last step is to submit the task to complete it by clicking the “Submit” button and then you can click the “Exit” button and then the Home icon to return to the Student Homepage. Once you return, you will see that the Tasks tile is no longer active to click on as the tasks have been completed.

The screenshot shows a web interface for 'Registration Validation Spring 2019'. At the top, there is a red navigation bar with an 'Exit' button (indicated by a left-pointing arrow), the title 'Registration Validation Spring 2019', a '< Previous' button, a 'Submit' button, and a user profile icon. Below the navigation bar is a sidebar on the left with a list of task steps: 1. Introduction (Visited), 2. Contact Details (Complete), 3. Addresses (Complete), 4. Emergency Contacts (Complete), 5. Physical Location (Complete), 6. Major Information (Complete), and 7. Complete Task (In Progress). The main content area is titled 'Step 7 of 7: Complete Task' and contains 'Instructions:' with three numbered steps: 1. Click the Submit button to complete the task. 2. Click the Exit button. 3. Once you have exited the task, please click on the Home icon to return to the Student Homepage. A black arrow points from the 'Submit' button in the navigation bar to the top right corner of the main content area.



A grey header bar with the text 'Student Homepage' and a downward-pointing triangle. Below the header is a white rectangular tile with a yellow warning triangle containing a black exclamation mark. Below the triangle, the text reads 'Tasks' and 'No current tasks'.