

## **BISHOP'S UNIVERSITY WEB REGISTRATION SPRING & SUMMER 2010**

### **REGISTRATION ACCESS**

Web registration for returning degree and non-degree students will be open from **Monday, March 8 until Monday, April 26, 2010.**

By February 24, an email will be sent to your Bishop's email address from [records@ubishops.ca](mailto:records@ubishops.ca) which will give your starting registration date (Monday, March 8, 2010 for everyone) and your DAG PIN number which you need for access to web registration. Remember that your PIN number is case-sensitive so all letters must be in caps as shown.

If you were not registered at Bishop's University for Winter 2010, please contact the Admissions Office to let them know that you wish to take Spring/Summer 2010 courses (email [admissions@ubishops.ca](mailto:admissions@ubishops.ca)).

You can find out all your registration information on the **myBU** Bishop's Intranet Portal at <https://intranet.ubishops.ca>

Follow the instructions given to log onto **myBU**.

You will need to use your Bishop's username and password that you normally use to log onto the Bishop's system.

Your password is the usual password that you use to access your account .

Once you have accessed the **myBU** Intranet portal, move the cursor to point to **Academic**.

Click on **My Registration Information** in the drop-down list.

You will see the specific information for your registration, including your DAG PIN and registration dates.

Click on **Web Registration Information** to go to the Traffic Light page with all registration information and access to the DAG Registration Navigator.

In order to save paper and help the environment, printed registration packages will NOT be sent to you. All information for web registration is located on the Bishop's web site on this Registration web page.