

BISHOP'S UNIVERSITY WEB REGISTRATION FALL 2010

REGISTRATION ACCESS

Web registration for returning degree students will be open from **Tuesday, August 10 until Wednesday, August 25, 2010.**

Access to web registration is assigned according to credits completed. Those closest to graduation will be allowed earlier access to web registration. Every few days a different group of students will be allowed to register. Once your registration access has been opened, you may register and drop courses until the web registration closes on Wednesday, August 25, 2010.

As of July 21, 2010, a postcard will be sent to your home address giving your starting registration date.

By July 21, 2010, an email will be sent to your Bishop's email from records@ubishops.ca which will give your starting registration date 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.

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.

To avoid late registration fees (up to \$100), be sure to register by August 25, 2010.