

## Setting Student Registration Eligibility Using (UIWeb) 4.2

- In order for students to be able to register using their name and password, their eligibility needs to be activated.

### Using Student Miscellaneous (STMC) to Set a Student's Registration Eligibility

1. In the **Search** area, click the round **Person/Form** button until a **Form** displays on the front of the button.
2. Type **STMC** in the Search box, and Press **<Enter>**.

If a Person card is not active, the Person LookUp dialog displays.

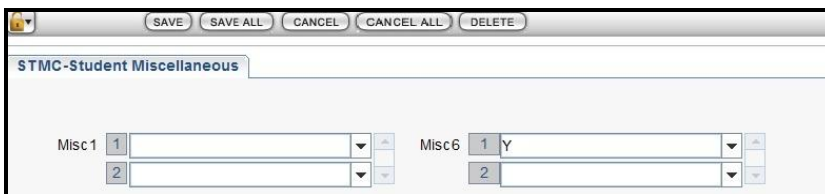
A yellow dialog box titled "Person LookUp:" with a search input field containing "0123456". Below the input field are three buttons: "SUBMIT", "CANCEL", and "FINISH". A question mark icon is in the top right corner.

3. Enter the **Student ID number or two or more letters of the student's last name, a comma, a space, and two letter of the first name** for the student whose registration eligibility you wish to activate. Then, click **Submit** or Press **<Enter>**.

The **Student Miscellaneous** form displays.

A screenshot of the "STMC-Student Miscellaneous" form. It features a title bar with "SAVE", "SAVE ALL", "CANCEL", "CANCEL ALL", and "DELETE" buttons. The form contains seven rows of input fields labeled Misc 1 through Misc 7. Each row has two columns of input fields, each with a dropdown arrow and a small up/down arrow.

- a. If the **STMC form** does not display, click the **Navigation** tab. Otherwise, continue to number 4 in this instruction guide.
  - b. Make certain the **ST** (Student) Application is active. Then, expand **Academic Records – AC**, followed by **Student Records – STR**, and **Student Remarks/Miscellaneous – SRM**. Then, double-click the **Student Miscellaneous –STMC** icon.
4. In the **Misc 6** (First row "1") box, type **Y** to activate registration eligibility. Then, click the **Save** button, followed by **Update**.

A screenshot of the "STMC-Student Miscellaneous" form, similar to the previous one. In this view, the first row of the Misc 6 input field contains the letter "Y".

You will be returned to the Person LookUp dialog box. Continue entering student ID numbers for all students whose registration eligibility you wish to activate.

5. Click the **Finish** button when you want to close the form and return to the main Colleague UIWeb 4.2 window.