

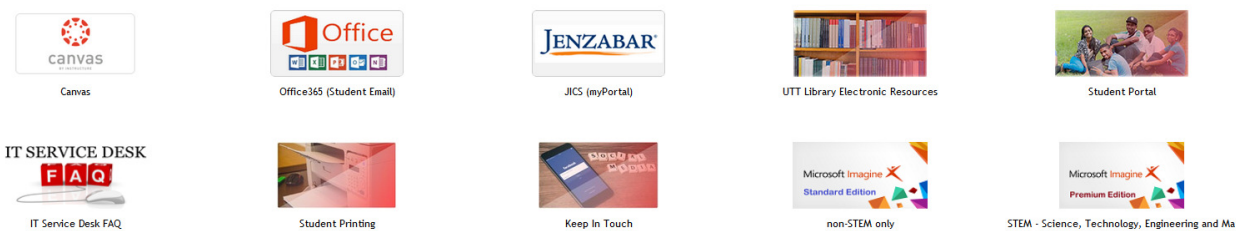
INSTRUCTIONAL GUIDE FOR ONLINE REGISTRATION

The purpose of this guide is to outline the steps required for all students to register for courses online at the University of Trinidad and Tobago. Please take the following steps in the sequential order presented below:

Step 1. Log on to MyCampus

1. Launch your Web Browser (Chrome, Firefox, IE, etc.)
2. Type the following link in the address bar, <https://mycampus.utt.edu.tt>
3. Enter your Student ID# and Password in the appropriate fields
4. Click the **Sign In** button to access the following Application Portal:

Welcome to UTT: Your Application Portal



Step 2: Access the JICS (MyPortal) System and Add Your Courses

1. Select the **Jenzabar (JICS myPortal)** icon. The Portal should open in a new browser window.
2. Choose the “**Students**” tab
3. Under the “**Course Schedule**” Section, click on the link labeled **Course Search**
4. Ensure that the current Academic Year and Term are indicated in the Term drop down field;
5. Enter only the first 4 Characters of the course code (MATH, LANG etc.) in the Course Code field *see below*;



The screenshot shows a text input field labeled 'Course Code: Begins With' with a dropdown arrow on the right side.

6. *Ensure the Field labelled Division is set to ‘All’*
7. Click on the **Search** Button;
8. On the list of courses provided select your course(s) by clicking in the “**Add**” box;
9. Click the “**Add Course**” button at the bottom of the page to save the course;
10. Repeat process (steps 5 to 9) until all courses have been added;

Step 3: (Optional) Print your Course Schedule

1. Click on the ‘**Student Schedule**’ link on the left-hand side of the page;
2. Click on the link labeled “**Student Schedule PDF**”;
3. Print the PDF Student Course Schedule as proof of having completed the registration process;

Step 4: Close and Logout

1. When you have completed adding your course(s), click the Logout (top of page.)
2. Close the browser window

Should you require additional assistance, please call 642-8888 ext. 32822/21379 between 8:00am and 4:00pm; or email: registrationsupport@utt.edu.tt