Reserving Your UTSA Orientation Program – Fall 2013
Step-by-Step Guide

NOTE: The ASAP Reservation System for Summer and Fall 2013 Orientation opens March 26, 2013

Things You Will Need:
✓ Computer with Internet Access and a Printer
✓ Electronic Payment by either Credit Card or eCheck  *Fall 2013 Only Students*
✓ Your myUTSA ID (abc123) & Password/Passphrase
✓ Your Personal Calendar (optional-to choose the right orientation date for you)

Note: Screens listed below may vary from student to student.

Registering for Your UTSA Orientation Program Online:

- Go to UTSA.edu/Orientation
  o Find your orientation section (by semester)
  o Read more about your orientation program

- Go to UTSA.edu
  o From UTSA's homepage, find the navigation buttons located at the top right of your screen, hover over 'myUTSA', a dropdown menu will appear, select 'ASAP'
  o ASAP Homepage: Login to ASAP using your myUTSA ID (abc123) & Password/Passphrase (please review your acceptance materials for this information)

- First Screen When You Login
  o You may see different screens at this point (set your e-mail, sign-up for Reverse 911 response, Meningitis FYI, etc.) complete those tasks so that you can access the 'Main Menu' screen
  o From the 'Main Menu' - Click 'New Undergraduate Student Orientation'

- Disclaimer Screen
  o Read this entire disclaimer & agree to terms at bottom

- Pre-Payment FYI Screen *Fall 2013 Only Screen*
  o FYI - a $50 Pre-Payment is needed during this reservation (Option 1 or 2?)

- Major, Testing & Meningitis Status Screen
  o All items in this section are very important and can affect your ability to register at orientation
    ▪ Lists your current major & an option for changing your major for the purposes of orientation
    ▪ Provides you with your Testing status – TSI Exams & Placement Testing (very important – read yours)
    ▪ Provides you with your Meningitis Hold status (very important – read yours)

- Roadrunner Roundup – Student Orientation
  o Select Your Program Date
  o Do You Have any Special Needs?
  o Student Orientation Housing Needs *Fall 2013 Only Screen*

- Family Orientation Program
  o Are You Bringing Family? (be sure to choose the same date)
  o Add Guests Name’s and any Special Needs
  o Family Orientation Housing Needed? *Fall 2013 Only Screen*

- Enter Your E-mail & Roadrunner Days RSVP (RR Days is required – Fall Only Screen)

- Review Your Information

- Make Your Payment *Fall 2013 Only Screen*
  o Enter your payment information for the $50 Pre-Payment– Credit Card or eCheck?
  o “Print” Payment Acknowledgement page (for your records)

- Review Final Information & Balances

- Confirmation Letter
  o Review and “Print” Confirmation Letter with the Parking Permit (one for you and one for each guest)
  o Click ‘Map’ link and “Print” Campus Map with Directions (to find orientation check-in)
  o Exit Confirmation Letter

- Reminders & FYI’s
  o FYI - You can log back in to make updates to your program (change program date, change guests)
  o Review the cancelation policy on your confirmation letter – cancelations must happen at least 8 business days prior to the orientation date you registered for, you must log back in to ASAP to cancel on your own.
  o Carefully read the ‘Required Items’ section of our website: UTSA.edu/Orientation - Students are required to complete several items prior to attending new student orientation. Note that failure to complete some items will result in your inability to register for classes.
  o Complete testing prior to orientation (important)
  o New Student Transition Camps (optional experience) *Fall 2013 Students Only *

- Exit ASAP
- 48 Hours Prior – Reminder
  o Log back in to confirm your program and re-print a new copy of your confirmation letter (things may be updated)