Reserving Your UTSA Orientation Program – Fall 2014
Step-by-Step Guide

Things You Will Need:

- Computer with Internet Access and Printing Capabilities
- Electronic Payment by either Credit Card or eCheck *Fall Only Students*
- Your myUTSA ID (abc123) & 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
  - Find your orientation section (by semester)
  - Read more about your orientation program

- Go to UTSA.edu
  - 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’
  - ASAP Homepage: Login to ASAP using your myUTSA ID (abc123) & Passphrase (please review your acceptance materials for this information)

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

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

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

- Enter Your E-mail

- Major, Testing & Meningitis Status Screen
  - All items in this section are very important and can affect your ability to register at orientation
    - Lists your current major & the academic advising center you would report to
    - 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)

- Student Orientation - Roadrunner Roundup - Select Program Date
  - Select your orientation program date
  - Do you have any special needs? Email orientation@utsa.edu with details
  - Student orientation housing disclaimer *Fall Only Screen*

- Family Orientation Program
  - Are you bringing family? (be sure to choose the same date)
  - Add guests name’s
  - Guests with any special needs? Email orientation@utsa.edu with details
  - Family orientation housing needed? *Fall Only Screen*

- Add Orientation Meal Package(s)

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

- Review Final Information & Balances

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

- Reminders & FYI’s
  - FYI - You can log back in to make updates to your program (change program date, change guests)
  - Review the cancelation policy on your confirmation letter – cancelations must happen at least 10 business days prior to the orientation date you registered for, you must log back in to ASAP to cancel on your own.
  - 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.
  - Complete testing prior to orientation (important)
  - New Student Transition Camps (optional experience) *Fall Students Only *

- Exit ASAP

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