Reserving Your UTSA Orientation Program – Fall 2015
Step-by-Step Guide

Things You Will Need:
✓ Computer with Internet Access and a Printer
✓ 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) and 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 (change your passphrase, set up your university e-mail, sign-up for emergency response, Meningitis hold FYI, etc.) complete those tasks so that you can access the ‘Main Menu’ screen
  - From the ‘Main Menu’ – at the top grey tabs, click ‘Student Services’ then Click ‘Fall 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-Pay with Credit Card or eCheck or Option 2 exit the ASAP system and pay in person on campus at Fiscal Services)

- **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)

- **Enter Your E-mail** (note: your confirmation packet will not be emailed to you, it is available at the end of the reservation process)

- **Required Testing Status & 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 Program Date
  - Do You Have any Special Needs? Email orientation@utsa.edu with details
  - Notice of Required Student Orientation Housing & Information *Fall Only Screen*

- **Family Orientation Program**
  - Are You Bringing Family? Yes or No? (optional / additional fee(s) will be added to your student account)
  - Select a date (highlighted is the date that matches your program date)
  - Add Guest(s) Name(s) – as they should appear on nametags / Guests with Special Needs? Email orientation@utsa.edu with details
  - Family Orientation Housing Needed (optional / additional fee(s) will be added to your student account)? *Fall Only Screen*

- **Select an Orientation Meal Package** (optional)

- **Review Final Information & Balances**

- **Your 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)