Things You Will Need:
- Computer with Internet Access and a Printer
- Your myUTSA ID (abc123) & Passphrase
- Your Personal Calendar (optional - to choose the right orientation date for you)

Note: no pre-payment is required at the time of registration for Spring 2017 students, the orientation fee will be placed on to your Spring tuition and fees bill. 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)
- **Initial Screen(s) When You Login to ASAP**
  - 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 ‘Orientation Reservation System’
- **Orientation Disclaimer Screen**
  - Read this entire disclaimer & agree to terms at bottom
- **Your Rowdy Ready Status**
  - Ready status includes a custom list of required to-do items prior to attending your orientation session. Details about your Pre-Orientations Assessment, TSI Testing Status, Meningitis Hold status, ENGAGE assessments and your other required items can be found on UTSA.edu/rowdyready
- **Student Orientation - Roadrunner Roundup - Select Program Date**
  - Select your new student orientation program date
  - Do you have any special needs? Email orientation@utsa.edu with details at least two weeks prior
- **Orientation Meals**
  - Select an Orientation Meal Package (optional) – added to your tuition and fees bill
  - Provide any special dietary needs: none, vegetarian, vegan, food allergy
- **Family Orientation**
  - Reserve Your Family Orientation
  - For More Information on UTSA Family Orientation, click here: utsa.edu/orientation/family/index.html
  - If you would like to make a Family Orientation Reservation (optional; separate program), you will answer yes.
  - If yes - additional fee(s) will be added to your student account; Select a Family Orientation date.
  - UTSA Family Association
  - To Receive More Information include your families contact information about UTSA Family Association
- **Review Final Information & Balances**
- **View and Print the Orientation Confirmation Packet**
  - Review and “Print” your Confirmation Packet (includes important orientation details – Checklist / Parking Permits)
  - Click ‘Map’ link and “Print” Campus Map with Directions (to find orientation check-in)
  - Exit Confirmation Letter
  - 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)
- **Reminders & FYI’s**
  - FYI - You can log back in to make updates to your program (change guests, special accommodations)
  - Review the cancelation policy on your confirmation letter – cancelations and updates must happen at least 12 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 Rowdy Ready status ‘Required items’ UTSA.edu/rowdyready - Students are required to complete several items prior to attending new student orientation. Failure to complete some items will result in your inability to register for classes.
  - Complete testing prior to orientation (important) For more information, contact Testing Services at 210-458-4125
    - Disability Related Accommodations for Testing, contact Student Disability Services at least 3-4 weeks in advance of your testing date; 210-458-4157; disability.services@utsa.edu
- **Exit ASAP**
  - For safety, always exit out / log off of your ASAP account, closing the window will not log you out.