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

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

Note: no pre-payment is required at the time of registration for Summer 2014 students, the orientation fee will be placed on to your Summer tuition and fees bill. Screens listed below may vary from student to student.

(as of 1/22/14)

Registering for Your UTSA Orientation Program Online:
• Go to UTSA.edu/Orientation
  o Find your orientation section (by semester)
    ▪ 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) & 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 emergency 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
• Enter Your E-mail
• 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 & 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
  o Select your orientation program date
  o Do you have any special needs? Email orientation@utsa.edu with details
• Family Orientation Program
  o Are you bringing family? (be sure to choose the same date)
  o Add guests name’s
  o Guests with any special needs? Email orientation@utsa.edu with details
• 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 10 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)
• 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)