Summer Term Transfer New Student Orientation Sign Up

- Opens March 15, 2017

Things You Will Need:

- Computer with Internet Access and a Printer
- Electronic Payment by either Credit Card or eCheck
- 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:

1. Go to UTSA.edu/Orientation
   - Find your orientation section (by semester) and read more about your orientation program

2. Go to UTSA.edu
   - From UTSA’s homepage, find the navigation buttons at the top 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)

3. Initial Screen(s) When You Login to ASAP
   - 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 until you access the ‘Main Menu’ screen
   - From the ‘Main Menu’ – at the top grey tabs, click ‘Student Services’ then Click ‘Orientation Reservation System’

4. Follow the On-Screen Step by Step Instructions
   - The left side of the screen will list key identifying information (your name, your myUTSA ID, your intended major & your assigned academic advising center)

   **Student Reservation**

   - Select Your Orientation & Make a Pre-Payment
     - Change Your Major (Optional): You are able to change your major for the purposes of orientation. Some majors require pre-approval or qualifying scores

   - Select Your Student Orientation Program Date
     - Choose from the list of orientation options, including on-campus OR online orientation.

   - Make Your Pre-Payment: a $25 Non-Refundable Pre-Payment is required to secure your 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; this will cancel your reservation)

   - “Print” Payment Acknowledgement page (for your records)

   - Additional Opportunities
     - For More Information About Optional Orientation Session’s: UTSA’s Health Professions

   - Orientation Meals
     - Provide any special dietary needs: none, vegetarian, vegan, food allergy
**Family Reservation**
- **Reserve Your Family Orientation**
  For More Information on UTSA Family Orientation, click here: [utsa.edu/orientation/family/index.html](https://utsa.edu/orientation/family/index.html)
  If you would like to make a Family Orientation Reservation (optional program), you will answer yes.
  If yes - additional fee(s) will be added to your student account.

- **UTSA Family Association**
  To Receive More Information include your families contact information about [UTSA Family Association](https://utsa.edu/orientation/family/index.html)

**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 program date, change guests)*
- Review the cancelation policy on your confirmation letter – cancelations and updates must happen at least 11 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](https://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.