Reserving Your UTSA Orientation Program – Fall 2015
Step-by-Step Guide
(updated as of 05/21/2015)

Orientation Reservation System Opens:
- Freshmen / Freshman Transfer New Student Orientation
- Reservation System Opened March 26 in ASAP

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)

- 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 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’

- Change Your Major Option
  - Read this entire disclaimer; either change your major or continue on in registering for orientation
  - Note: Some majors require pre-approval or qualifying scores; some students may not be able to register for orientation until their records have been reviewed; this option is only available before you make your reservation

- Orientation Disclaimer Screen
  - Read this entire disclaimer & if you agree to terms, continue with the button at the bottom

- Pre-Payment FYI Screen *Fall Only Screen*
  - FYI - a $50 Non-Refundable 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 Non-Refundable 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

- Notice of Required Items: Your College Ready Status, 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 New Student Orientation Program Date
  - Do You Have any Special Needs? Email orientation@utsa.edu two weeks prior to your orientation with details
  - Notice of Required Student Orientation Housing & Information *Fall 3-Day Orientation Programs Only*

• **Family Orientation Program (optional experience)**
  - For more information on UTSA Family Orientation, click here: [http://www.utsa.edu/orientation/family/index.html](http://www.utsa.edu/orientation/family/index.html)
  - Family Orientation Reservation System
  - Are You Bringing Family: Yes or No?
    - Optional / additional fee(s) will be added to your student account / separate programs
  - Select a Family Orientation Date
    - Highlighted in yellow is the date that matches the student’s program date
    - You can register for different dates
  - Add Guest(s) Name(s) – as they should appear on nametags
  - Guests with Special Needs? Email orientation@utsa.edu with details a minimum of two weeks prior
  - 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**

• **Review & Print 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
  - 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 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 ‘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)* 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
  - New Student Transition Camps – Roadrunner Camp Aug 12-13 *(optional experience)* *Fall Students Only *

• **Exit ASAP**
  - For safety, always exit out / log off of your ASAP account, closing the window will not log you out.