

ONLINE REGISTRATION LOGIN INFORMATION

For **FIRST TIME** Users of the On-Line Student Record System

This document applies only to:

- 1) A student logging in to the On-Line Student Record system for the first time **AND**
- 2) The student is registering for classes **AND**
- 3) The student's major requires a Registration Access Code

To log in to On-Line Student Record system:

- 1) Go to www.lewisu.edu
- 2) Click on **Current Students**
- 3) Click on **View Student Records**
- 4) Click on **Option #2 – Undergraduate/Graduate Students**
- 5) Click on **Registration**

On the first screen, enter the following information:

- 1) Student ID: **Student's Lewis ID number**
- 2) Choose a **Term** from the drop down menu
- 3) PIN: **Student's 8 digit date of birth (MMDDYYYY)**
- 4) Click **Login**

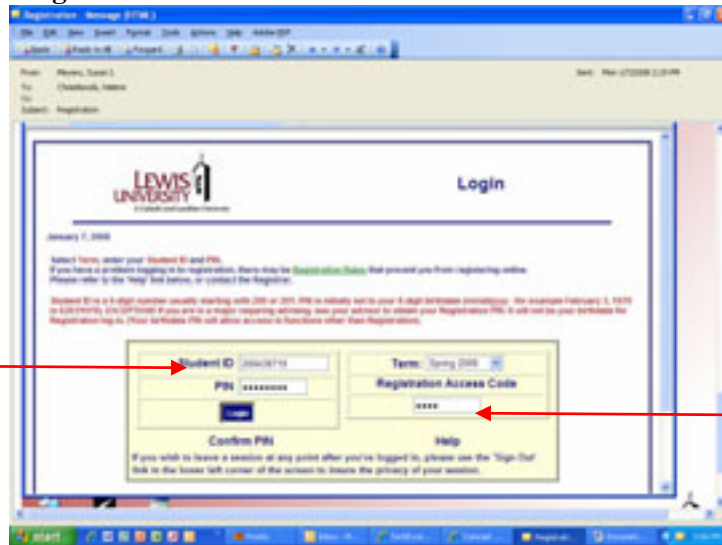
Enter student's 8 digit
date of birth
MMDDYYYY

A message will pop up requesting the student to enter a Registration Access Code. Click **OK**.

Message requesting to
enter registration access
code –
Click **OK**

Enter the following information on the third screen:

- 1) Student ID: **Student's Lewis ID number**
- 2) Choose a **Term** from the drop down menu
- 3) PIN: **Student's 8 digit date of birth (MMDDYYYY)**
- 4) Registration Access Code: **Obtained from Advisor – 6 characters/All capital letters**
- 5) Click **Login**



Enter student's 8
digit date of birth
MMDDYYYY

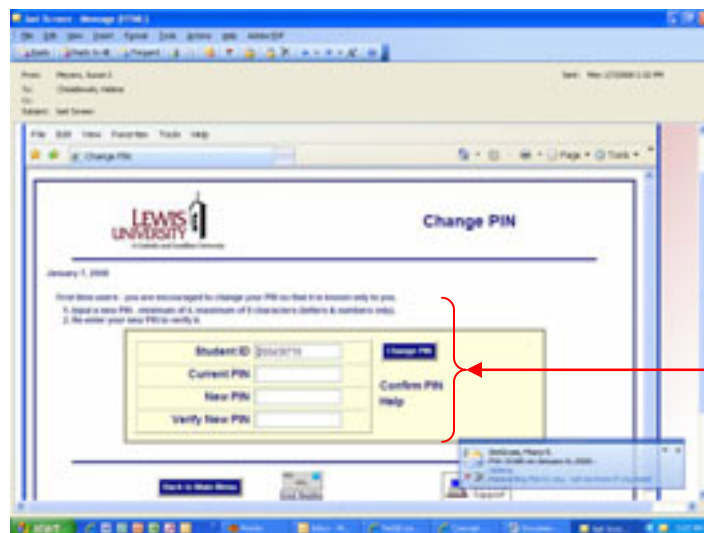
Enter Registration Access
Code

This is obtained from
Advisor

6 Characters – Use Capital
Letters

The student is then prompted to reset his/her On-Line Student Record PIN:

- 1) Student ID: **Student's Lewis ID number**
- 2) Current PIN: **Student's 8 digit date of birth (MMDDYYYY)**
- 3) New PIN: **Student enters PIN of his/her choice**
- 4) Verify New PIN: **Student re-enters PIN of his/her choice for verification**



User will then be
prompted to reset PIN

The Current PIN is the
student's 8 digit date of
birth.

MMDDYYYY

- 5) Click **Change PIN**

Once the student has reset the On-Line Student Record PIN, he/she will use the new PIN for all On-Line Student Record services including registration. Each semester, the student's Registration Access Code will be reset prior to the start of registration. The student will repeat the above process using the new Registration Access Code. However, the student will not view the last screen as he/she is no longer a first time user of the On-Line Student Records system.

Lewis University Help Desk
On Campus Phone: Extension 5950
Off Campus Phone: 815-836-5950
Email: helpdesk@lewisu.edu
Web Portal: <https://helpdesk.lewisu.edu>