

ONLINE REGISTRATION LOGIN INFORMATION

For **PREVIOUS** Users of the On-Line Student Record System

This document applies only to:

- 1) A student who has logged in to the On-Line Student Record system previously **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**

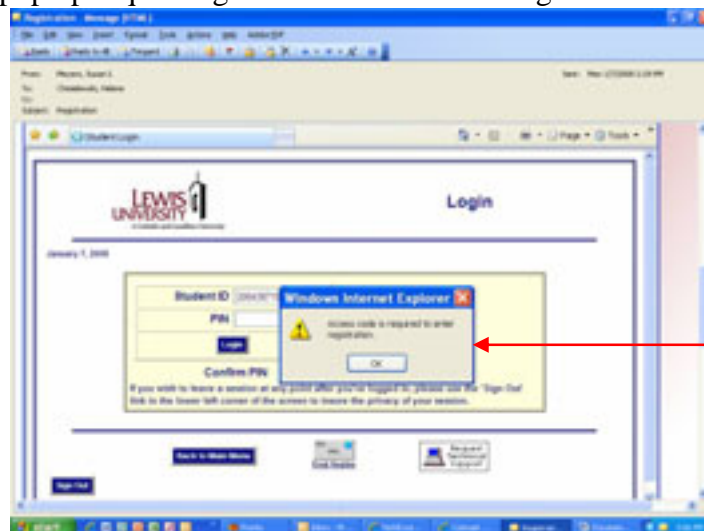
On the first screen, enter the following information:

- 1) Student ID: **Student's Lewis ID number**
- 2) Choose a **Term** from the drop down menu
- 3) PIN: **Student's selected PIN from a previous log in to the On-Line Student Record System** (If student fails to remember selected PIN, contact the Help Desk for a PIN reset)
- 4) Click **Login**



The screenshot shows the Lewis University Online Student Record System Login page. The page has a header with the Lewis University logo and the word "Login". Below the header, there is a form with three input fields: "Student ID" (containing "00000000"), "Term" (a dropdown menu set to "Spring 2008"), and "PIN" (containing "*****"). A red arrow points from a text box on the right to the PIN field. The text box contains the text "Enter student's selected PIN". Below the form, there is a "Login" button and a "Confirm PIN" button. The page also includes a "Help" link and a "Sign Out" link.


A message will pop up requesting the student to enter a registration access code. Click **OK**.



The screenshot shows the Lewis University Online Student Record System Login page with a Windows Internet Explorer error message box overlaid. The message box contains the text "Access code is required to enter registration system." and "Click OK". A red arrow points from a text box on the right to the "Click OK" button. The text box contains the text "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 selected PIN from a previous log in to the On-Line Student Record system**
- 4) Registration Access Code: **Obtained from Advisor – 6 characters/All capital letters**
- 5) Click **Login**



The screenshot shows the Lewis University Login page. The page title is "Login" and the date is "January 1, 2018". The page contains a form with the following fields: "Student ID" (with a dropdown menu), "PIN" (with a masked input field), "Term" (with a dropdown menu), and "Registration Access Code" (with a masked input field). There are "Login" and "Confirm PIN" buttons. A "Help" link is also present. The page includes a "Lewis University" logo and a "Login" heading. There are also some instructions and a "Sign Out" link at the bottom.

Annotations:

- A red box on the left says "Enter the student's selected PIN" with an arrow pointing to the PIN field.
- A red box on the right says "Enter Registration Access Code" and "This is obtained from Advisor" and "6 Characters – Use Capital Letters" with an arrow pointing to the Registration Access Code field.

Once the student has entered his/her Registration Access Code and clicked on Login, the student will use the selected 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.

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>