

Basic Tutorial for Students – Online Registration

Step 1:

Open your web browser and navigate to: <http://my.jtsa.edu/ics>
(don't forget the /ics)

Step 2:

Enter your username and password to logon.

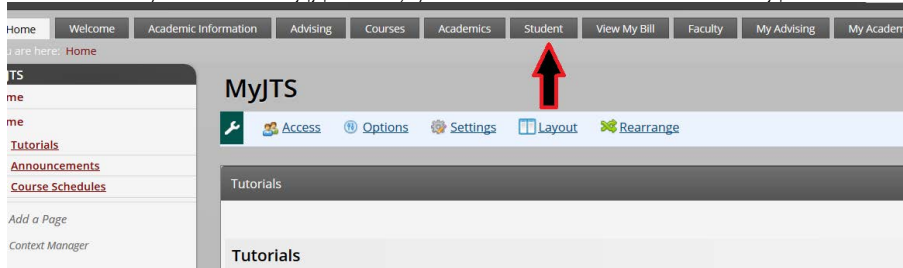
- Your username is the same as your JTS email address (minus the '@jtsa.edu').
- **For returning students:** Your password remains the same.
- **For new students:** Your password is your first name followed by the last 4 digits of your JTS ID (which can be found on your student bills, schedules, grade reports, etc. If you can't find it, email registrar@jtsa.edu from your JTS email account).

**e.g. if your name is John Doe and your ID is 12345678, your username would be johndoe, and your password would be john5678*

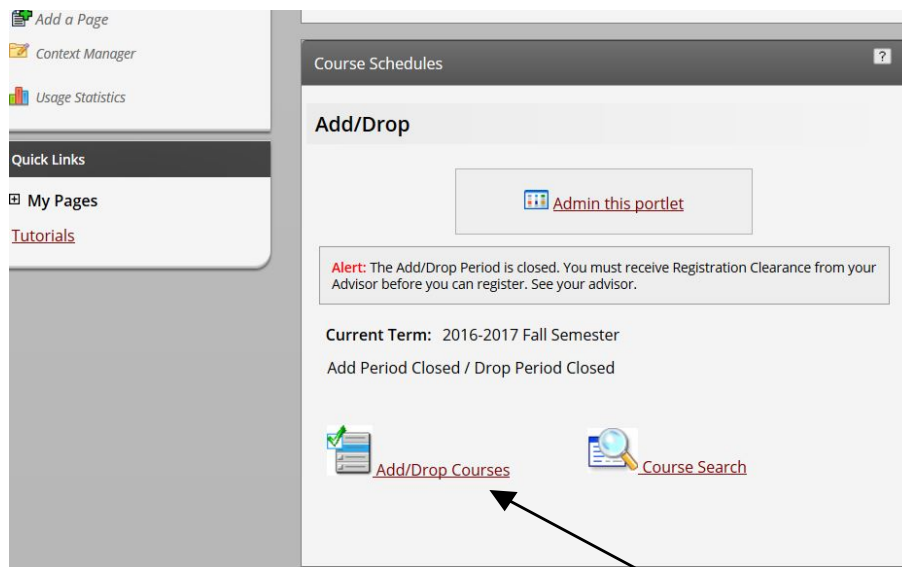
- Click "Login"
- If you are unsure of your password you can click "Forgot password" to receive a new, system generated password to your JTS email account. Call our Help Desk at 212-678-8901 if you need further assistance

Step 3:

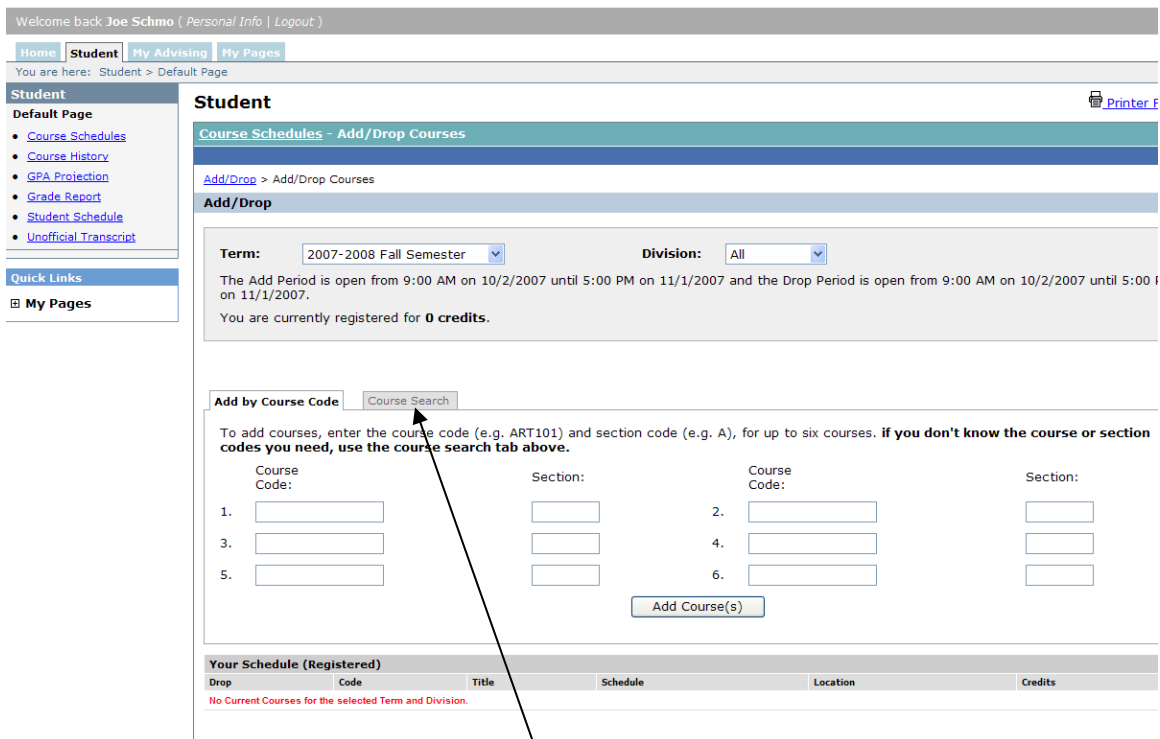
Once you have logged on, you should see the following screen:



Click the "Student" Tab:



To register for courses, click on “Add/Drop Courses” (assuming the registration period is open). You will see the following screen:



Click on “Course Search”

Welcome back Joe Schmo ([Personal Info](#) | [Logout](#))

Home | **Student** | [My Advising](#) | [My Pages](#)

You are here: Student > Default Page

Student

Default Page

- [Course Schedules](#)
- [Course History](#)
- [GPA Projection](#)
- [Grade Report](#)
- [Student Schedule](#)
- [Unofficial Transcript](#)

Quick Links

- [My Pages](#)

Student [Printer F](#)

Course Schedules - Add/Drop Courses

[Go to main Course Schedules screen](#)

[Add/Drop](#) > Add/Drop Courses

Add/Drop

Term: Division:

The Add Period is open from 9:00 AM on 10/2/2007 until 5:00 PM on 11/1/2007 and the Drop Period is open from 9:00 AM on 10/2/2007 until 5:00 PM on 11/1/2007.

You are currently registered for **0 credits**.

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

Now click on "Search" to view all available courses for the selected semester or click on "More Search Options" to fine-tune your search for more specific courses.

<input type="checkbox"/>	BIB 5453	BABYLONIAN	Milgram, Jonathan	11/15	O	R 10:20 AM-12:10 PM
<input type="checkbox"/>	BIB 5560	BIBLICAL GRAMMA	Marcus, David I.	1/15	O	W 8:20 AM-10:10 AM
<input type="checkbox"/>	BIB 5612	FIVE MEGILLOT	Sperling, David	0/25	F	W 3:40 PM-5:30 PM
<input type="checkbox"/>	BIB 5827	FIRST KINGS	Keller, Sharon	28/35	O	M 1:20 PM-3:10 PM
<input checked="" type="checkbox"/>	BIB 6011	HIST OF BIB ISR	Keller, Sharon	9/25	O	M 10:20 AM-12:10 PM
<input type="checkbox"/>	BIB 6101	MEKHINAH I	Herzberg, Walter	32/40	O	W 1:20 PM-3:10 PM M 3:40 PM-5:30 PM
<input type="checkbox"/>	BIB 6103	SURVEY OF BASIC	Kalmanofsky, Amy	32/40	O	TR 10:20 AM-12:10 PM
<input type="checkbox"/>	BIB 6130	THEOLOGICAL ISS	Geller, Stephen A. Gillman, Neil	0/40	F	T 10:20 AM-12:10 PM
<input type="checkbox"/>	BIB 6307.1	MIQ GED.1	Herzberg, Walter	2/20	O	F 10:20 AM-12:10 PM T 3:40 PM-5:30 PM

AN | BI | [BI - ED](#) | [ED - HA](#) | [HA - HE](#) | [HE - HI](#) | [HI - LI](#) | [LI - ME](#) | [ME - MU](#) | [MU - PR](#) | [PR - TA](#) | [TA - TA](#) [Next Page -->](#)

To Add courses, click the check box next to the desired courses, and then click on "Add Course." This will reserve your seat in the class.

***Please Note:** No registration will be complete (i.e. you will not actually be registered for the course) until your academic advisor approves it. This process replaces the signed registration cards of the past.

The screenshot shows the JTS Student portal. At the top left is the JTS logo. Below it, a navigation bar contains 'Home', 'Student', 'My Advising', and 'My Progress'. A breadcrumb trail reads 'You are here: Students > Default Page'. On the left, a 'Student' sidebar lists 'Default Page' and several menu items: 'Course Schedule', 'Course History', 'GPA Projection', 'Grade Report', 'Student Schedule', and 'Unofficial Transcript'. Below this is a 'Quick Links' section with 'My Pages'. The main content area is titled 'Student' and includes a 'Printer Friendly' link. It features four main sections: 'Course Schedule', 'Add/Drop' (with 'Current Term: 2007-2008 Fall Semester' and 'Add Period Open / Drop Period Open'), 'Course History' (with a 'View Course History' link), 'GPA Projection' (with a 'Division' dropdown set to 'Test School' and a 'Go' button), and 'Grade Report' (with a 'Term' dropdown set to '2007-2008 Fall Semester').

In addition to online registration and course searching, available to you are other online tools designed to enhance your JTS experience. On the “Student” and “My Advising” tabs, you can access things such as your Course History, Class Schedule, and Grade Report. That’s right! Grades will now be entered online! All these areas can be accessed either by clicking the links on the menu to the left of the screen, or by clicking in the individual portals on the page.

Please call the Department of Information Technology with any questions or concerns