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 jodoe, 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”
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.

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.
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***