REGISTRATION & ORIENTATION
2017-2018

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Overview

- Student Registration Overview
  - Creating an EID
  - Creating a Profile
  - Registering, transferring, and withdrawing
  - Accessing Canvas and completing Orientation
- Instructor Portal
- Resources & Help
- Questions
Course Registration

UT EID → Portal (student view) → Canvas
Enrollment Step 1: Create EID

Student accesses the UT EID Self-Service website: https://idmanager.its.utexas.edu/eid_self_help/

Choose *Get a UT EID*. 
Create EID (cont.)

- Student answers each question.
- If unsure, student should answer No.
Create EID (cont.)

Provide Personal Information

Please provide as much of the following information as possible. This information will be used to search for an existing UT EID you may have or to establish a new UT EID for you. The information gathered here is subject to the university's privacy policy.

Required fields are marked with an asterisk (*).

Enter your full name (Note: use your name as it appears on either your driver's license or passport)

- First (Given) Name: Emily
- Middle Name: E
- Last (Family) Name: Wade
- Generational Suffix: None

Other First Names: (For example, your nickname.)

Other Last Names: (For example, your maiden name.)

- Date of Birth: Month: Jul, Day: 18, Year: 1979
Create EID (cont.)

- Remind students to include their e-mail address!
- E-mail address is REQUIRED for official university enrollment & credit.
Create EID (cont.)

- If student already has an EID, student should claim it! Student should **not** create a new EID.
Create EID (cont.)

- Student selects three Password reset questions and answers.
Create EID (cont.)

- Student creates a Password.
- See Password Requirements on the next slide.
- A sufficiently strong password is REQUIRED for official university enrollment & credit.
EID Password Requirements

- must be between 8 and 20 characters in length
- must contain letters, numbers, and special characters. The special characters that are permitted are ! @ # $ % & * ( ) - + = , < > : ; " ' ..
- may not match any of the last 10 passwords
- cannot contain blanks
- cannot contain the UT EID
- cannot contain the first or last name.
- cannot contain the birthday in any form.
- cannot contain any words found in our dictionary or common proper nouns of four letters or longer. In addition, common letter transpositions are not allowed (for example @ for a, ! for i, or zero for O).
EID Password Requirements

Students can use one of these formulas to create a password that meet the requirements.

- Backwards word + year (not your birth year) + special character
  - Example: azzip2017$
- Word and numbers alternated + a special character
  - Example: c1a2k3e4!
- Word with a period in the middle + a number
  - Example: swi.mmer1

Reminder: Don’t use the example passwords!
Reminders – Creating an EID

- Students create their EID here: [https://idmanager.its.utexas.edu/eid_self_help/](https://idmanager.its.utexas.edu/eid_self_help/)
- Students must create an EID before they can access the OnRamps Portal to register for courses.
- Students should **not** create a new EID if they have an existing one.
- Students should use the Self-Service tools to reset passwords and update personal information associated with their EID, such as email address.
OnRamps Student Portal

- Student uses EID and password to access the OnRamps Student Portal: https://utdirect.utexas.edu/apps/ce/osis/
OnRamps Student Portal

- Portal homepage.

Welcome back! Before you can continue, you must review and update your student profile.

Welcome, Emily (wadeee)

Mission

Increase the number and diversity of students who engage in learning experiences aligned with the expectations of leading colleges and research universities.
OnRamps Student Portal

- Student clicks “Create a Profile” to create their OnRamps student profile.

OnRamps is dedicated to preparing you for college. Watch the video above to learn more.

OnRamps works through a dual-enrollment model, which means you are separately enrolled in two courses: a high school course and a college course. You have a separate Instructor of Record for the high school and college courses, and you will receive both a high school and college grade, which could be the same or different.

You will be eligible for the opportunity to earn college credit if you meet grade-based standards on your college course work. In some courses eligibility can be met through the Texas Success Initiative (TSI) or by an appeal to the college course Instructor of Record, if you do not meet grade-based standards on your college course work. Eligible students who earn college credit have the option to accept or decline the college credit at the end of the academic term.
Enrollment Step 2: Create Profile

- Student answers a series of demographics questions. Some information is pre-filled based on UT EID information. All fields are editable except UT EID.
Program Terms and Conditions

1. Communication

Official communication from OnRamps related to your course enrollment will be sent to the email address you provide in your Profile. This includes information and deadlines concerning course registration, eligibility, Credit Type selection, and Credit Status. You are responsible for reading emails from OnRamps and following the instructions they contain, if any, according to the deadline provided. If you do not understand information contained in an email from OnRamps, it is your responsibility to contact OnRamps Support for clarification.

1.2. Dual Enrollment

You are participating in a dual-enrollment program. You are separately enrolled in a high school course and a university course, and the grade you earn in one course may differ from the grade you earn in the other course. Important information regarding your college course enrollment is included below. You can access enrollment calendars for each academic term in the FAQ section of the OnRamps Student Portal.

1.3. Credit Type

Credit Type refers to the type of credit you may earn in the college course. There are two types of credit, Letter Grade and Pass/Fail. If you are participating in an OnRamps course offered by UT Austin, you will have the opportunity to select the Credit Type for your college course enrollment during the Credit Type Selection Period for the term in which you are enrolled in the course. You will make your selection in the OnRamps Student Portal. If you do not select a Credit Type in the OnRamps Student Portal during the Credit Type Selection Period for the term in which you are enrolled in the course, your Credit Type will be Letter Grade. You will not be able to change your Credit Type after the Credit Type Selection Period. When the Credit Type Selection Period ends, you will receive a confirmation email with your Credit Type selection, and OnRamps will maintain a record of the selection. If you do not receive confirmation, it is your responsibility to contact OnRamps Support to confirm your selection.
Create Profile (cont.)

Student accepts terms and conditions by clicking the checkbox.

If you submit a request for an accommodation to the university Instructor of Record, the university Instructor of Record will share the request with your high school Instructor of Record to determine the appropriateness and feasibility of the accommodation.

For more information about accommodations in the course, consult the course syllabus or contact the university Instructor of Record.

☑️ I acknowledge that I have read and understand the Program Terms and Conditions.

For additional information about OnRamps enrollment, contact OnRamps Support:
Email: onramps-help@utlists.utexas.edu
Call or text: 512-265-2515
Create Profile (cont.)

Student reviews information about FERPA protections, accepts them by clicking the check box, and then clicks Submit.

UT Austin will not permit access to or the release of personally identifiable information contained in these records without the written consent of the student to any party other than those listed in Section 9-202 Student Records, linked here: http://catalog.utexas.edu/general-information/appendices/appendix-c/educational-records/#subchapter9200.directory/informationandstudentrecords.

2.3. Texas Tech

Your FERPA rights are located on the Texas Tech University Office of the Registrar’s website, linked here: https://www.depts.ttu.edu/registrar/Academic_Information.php.

Texas Tech will not permit access to or the release of personally identifiable information contained in these records without the written consent of the student to any party other than those listed in Part I, Section A.9 of the Texas Tech Student Handbook, linked here: http://www.depts.ttu.edu/dos/docs/StudentHandbook_2017-2018.pdf.

☑️ I have been notified of my FERPA rights and that I will create educational records as an OnRamps student and that those records will be maintained by the program.
Reminders – Creating a Profile

• Students create their profile and register here: https://utdirect.utexas.edu/apps/ce/osis
• Students must create or update their profile before they can register for a course.
• All fields in the profile are required, except for Advanced Coursework.
• Students will receive an email when they create or update their profile.
• The email will contain a link to the terms and conditions they agreed to when completing the profile.
Enrollment Step 2: Registration

- After students create a profile, they will be redirected to the Welcome page.
- Students should click “Register for a Course” to register for their OnRamps Course.
Registration

- Students select the appropriate District, Campus, Course, Instructor, and Section and click Submit.
- Students may need help selecting the correct course section.
Registration

• After clicking *Submit*, students can review their enrollments on the Current Enrollments page.
Transferring to a new Section

- From the Current Enrollments page, students will click the Transfer button to change to a different section or teacher for that course.
Transferring to a new Section

- Students will be directed to the Transfer Sections page where they will select the new course section and click **Submit**.
Transferring to a new Section

- On the Current Enrollments page, the new section will display in the table.

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### Current Enrollments for Zoey Zimmerman (zz5694)

<table>
<thead>
<tr>
<th>Partner</th>
<th>Term</th>
<th>Campus</th>
<th>Course</th>
<th>Section</th>
<th>Eligibility</th>
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<th>Credit status</th>
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<td>-</td>
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Transfer successful.
Withdrawing from a Course

- On the Course Enrollments page, students will click the *Withdraw* button next to the course they want to drop.
Withdrawing from a Course

• Students will be directed to the Confirm Withdrawal page, where they will select the reason for withdrawal and click **Withdraw**.
Withdrawing from a Course

• After clicking the *Withdraw* button, students will be redirected to the Current Enrollments page, where they will see a message indicating the Withdrawal was successful. The course will no longer be listed as an enrollment.
Reminders – Registering for a Course

• Students register for courses here: https://utdirect.utexas.edu/apps/ce/osis (The same website where they made their profile.)

• Students in different class periods will register for different sections. Sections will be named Section 1, Section 2, etc.

• Students may need assistance choosing the correct section.

• Students cannot enroll in more than one section of the same course.

• Students will receive an email when they register, transfer, or withdraw.
Reminders – Registering for a Course

• Students register, withdraw, and transfer from August 14, 8am, CT - October 6, 5pm, CT.
• If a student needs to make a change after October 6, contact OnRamps Support.
• If a student does not self-withdraw, contact OnRamps Support.
• Only students and administrators register, transfer, and withdraw students.
Enrollment Step 3: Accessing Courses in Canvas

- Student clicks *Canvas Login* to access OnRamps Orientation and OnRamps Courses. The student will be automatically logged in to Canvas with their EID and password.
Accessing Courses in Canvas

- Student’s OnRamps Orientation and OnRamps courses appear on the Canvas Dashboard.
Reminders – Accessing Canvas

• Students access Canvas here: https://onramps.instructure.com
• Bookmark it! Students sometimes Google “UT Canvas” and end up on the residential campus’ Canvas site, where they do not have an account.
• Students must register for their course in the OnRamps Portal before they can access the course in Canvas.
• Students access Canvas using their EID and password.
• If your course uses LearningCatalytics or Quest, these sites will be linked in the Canvas course.
Orientation in Canvas

- Student’s OnRamps Orientation is displayed separately from their other courses on the Canvas dashboard
Orientation Overview

Welcome to OnRamps Orientation

STEP 1	STEP 2
BEGINNING OF COURSE ASSESSMENT	ACADEMIC INTEGRITY

STEP 3	STEP 4
GROWTH MINDSET FOR COLLEGE SUCCESS	EFFECTIVE LEARNING STRATEGIES
Reminders – Orientation

• Orientation completion is 1% of students’ college grade.
• Completing the Beginning of Course Assessment (BOCA) is required before students can move on to remaining three sections of Orientation.
• Students will receive a code at the end of the BOCA that will give them access to the remaining sections.
• The BOCA will take about 20 minutes and must be completed in one session.
NEW! Instructor View in OnRamps Portal

- Access [https://utdirect.utexas.edu/apps/ce/osis](https://utdirect.utexas.edu/apps/ce/osis) and click the Instructor link in the top right corner.
- View your entire roster or click hyperlink to view by section.

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### OnRamps

**My Courses**

This information is protected by FERPA and should not be shared.

#### Discovery Precalculus

**2017 Test Term**

<table>
<thead>
<tr>
<th>Partner</th>
<th>EID</th>
<th>Student</th>
<th>Section</th>
<th>Eligibility</th>
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<th>Final grade</th>
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</tbody>
</table>
Reminders – Instructor Portal

• Access by logging in using your EID and password to https://utdirect.utexas.edu/apps/ce/osis (The same site where students register.)
• Information is FERPA-protected and should not be shared.
• Information about students’ college course enrollments will populate throughout the term.
• More enhancements to come this fall! 😊
Additional Resources

• Look in Instructor Headquarters in Canvas for additional resources.
  – This presentation
  – Handouts for instructor and student use
  – Student-facing videos
  – Calendars
OnRamps Support

• Monday – Friday, 8am – 5pm
• Email onramps-help@utlists.utexas.edu
• Text 512-265-2515
• Call 512-232-6872
• Access OnRamps Portal to send a help request or chat with us live.

We are here to help you!
Thank you!