# NEWMAN UNIVERSITY

DIRECTIONS FOR **ADVANCED STANDING ONLINE REGISTRATION** (**please read before starting and follow carefully**)

DO NOT USE BACK ARROWS DURING ENROLLMENT PROCESS.  YOU WILL GET AN ERROR MESSAGE AND IT WILL LOCK YOU OUT OF THE MODULE!!
CALL 942-4291 ext. 2162 if this happens

**HOW TO GET THERE**
[Go to our homepage www.newmanu.edu; click "Current Students" found at the top of the page; click "Advanced Standing"  in the box labeled "Student Quick Links"]

-click "Advanced Standing" box at the top of the page (do not enter username/password YET)

Step 1 – From the box "Select Advanced Standing as your Location" choose Advanced Standing
Step 2 – Choose your High School
Step 3– Click "Let's Begin"



Step 4- scroll down to find your course selection

Step 5 - click on Newman's class title

Step 6 - click on the box [Sign up →] [be sure to select the correct teacher's name]

Step 7 - verify this is the correct course.

If no, the course is NOT correct, then click on the "x-remove" to the far right of the course and try again by clicking "All Classes".

If yes the course IS correct, then click on either:

Browse more Classes    or    Check Out    →

"Browse more Classes" to enroll in more classes [to browse or select more classes return to Step 4]. "Check Out" to complete the enrollment process and pay.

<u>After choosing Check Out then you will need to enter your personal information.</u>
There are two choices:

NU Advanced Standing

To add additional classes click "Browse more Classes". Repeat process as needed. When finished selecting classes, click "Check Out" to begin the online registration process. **Payment is required to complete your registration.** You will then need to supply personal and payment information. When finished, a receipt will be emailed to you.

**Note:** This process is ONLY used to register for Newman's Advanced Standing High School classes.

If you have questions or problems regarding advanced standing registration please email Elaine at advancedstanding@newmanu.edu.

For all other classes please contact our Admissions Department at (316) 942-4291 ext. 2144

## Checkout

**I Have an Account**

Login →

Forgot your password?

**Create a New Account**

Create a new account during checkout.

**I Have an Account** (all previously enrolled students have a JetStream account. Information was mailed/emailed at the time
of enrollment. Username is last name + student ID #. Password is originally set to the two digits of month and day of your birthday (mm/dd) followed by the last four digits of social security number). Passwords will have to be changed on the first sign-in.  You can use the "Forgotten
Password" tab if you don't remember your password.

After entering username/password you will be directed back to the Shopping Cart displaying the selected course(s).

-click the "Checkout" button

-review course selection once more

-click "Next" to pay

-Free/Reduced Lunch recipient?  See your HS counselor for the approved coupon code and apply now (<u>letter from State may be required for verification</u>)

-click "Submit Payment" link to pay using a credit card

-enter credit card information (the system will ask you to verify more than once).  PLEASE NOTE: credit card information is NOT stored.

If you do not wish to pay by credit card then you will need to click on Alternate Payment Arrangements. (If you do not choose a payment type, your enrollment does not go through).  Follow the directions given.

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If you would like to see the enrollment process on video, go to newmanu.edu/advancedstanding
Scroll down to HOW DO I REGISTER FOR CLASSES and click
Then, click on the blue box that corresponds to your situation