Logging in to ASIST

First, login to ASIST using the link from your LU Login Portal Page

Select ASIST from your list of Accounts

This page explains the Banner system and allows you to login to both the old and new versions of ASIST

The task you need to complete will determine whether you need to use the new or old ASIST

Be sure to read the lists carefully so you are sure to choose the correct version
Navigating ASIST

After logging in to the new ASIST you will see the **Main Menu**

The **Student and Financial Aid Menu**

- **Admissions**: Apply for Admission or Review Existing Applications
- **Registration**: Check your registration status, class schedule and add or drop classes
- **Student Records**: View your grades and transcripts
- **Financial Aid**: Apply for Financial Aid, review status and loans
- **Student Account**: View your account summaries, statement/payment history and tax information
- **Housing**: View and change housing options as well as meal plan options.
- **Financial Check-In**: At students must complete Financial Check-In. This is the means of confirming financial arrangements, schedule and housing if applicable.

This menu displays the options available to each student. Clicking these links will take you to the sub-menu for each category.

At the bottom of many pages you will also find links to other related pages inside of ASIST.
Registering for classes

Select “Registration” from the “Student and Financial Aid” menu

You will be taken to the “Registration” sub-menu

- **Select/Change Term** – This will take you to the Term Selection screen, if you do not select a term from this screen you will be prompted to do so automatically. If at a later time, during the same ASIST session, you need to change the term, this is the place where you would do that. After selecting a term ASIST will remember that term until you logout.

- **Add or Drop Classes** – From this screen you can add or drop classes for the selected term, you can add classes according to their CRN (Course Reference Number) or by searching for them.

- **Look Up Classes** – This will allow you to search for classes, this is the same as the Class search inside of Add or Drop Classes except it does not allow you to register.
  - **Tip:** Use this to find the CRNs of the courses you would like prior to registration opening.

**Note:** All classes are now given a unique CRN or Course Reference Number. This number can be used to quickly and easily identify a given course and section for a particular term.
Registering for classes (cont’d)

Add or Drop Classes
Choose “Add or Drop Classes” from the Registration sub-menu

If you have not done so already, you will be prompted to select a term

Select Term or Date Range

Select the term you are registering for from the drop down list and press “Submit”

Adding a Class - The Add or Drop Classes screen is now displayed, if you were registered for any courses you would see them listed here.

Add or Drop Classes

If you know the CRNs (Course Reference Numbers) of the courses you would like to add (you can look them up prior to registration using “Look Up Classes”) you can enter them into the boxes here on the “Worksheet” and then press submit, as soon as you submit your worksheet, those courses are added to
your schedule without further confirmation, barring any conflicts.

Register for classes (cont’d)

If you do not know the CRNs for the courses you would like to register for, click the “Class Search” button to search for a class.

Class Search

The “Look Up Classes” screen is now displayed

Here you can search for a class by a wide number of criteria. The only requirement is that you choose at least one subject. You can clear your selections by clicking “Reset.” You can select multiple values for each field by holding the CTRL key and clicking the values you would like to add to the selection, you can also use the SHIFT key to select a range of values.

After you have selected your search criteria, click “Class Search” to execute your search.

Class Search
Register for Classes (cont’d)

The matching classes are now displayed. Check the box to the left of the class you would like to add and then scroll to the bottom of the page and click either “Register” or “Add to Worksheet”

Note: If you see a ‘C’ instead of a checkbox it means that that section is closed.

There are three buttons at the bottom of this screen

[Register]  [Add to Worksheet]  [Class Search]

Register – This will add the selected course to your schedule immediately
Add to Worksheet – This will add the selected CRN to your “Worksheet” on the first Add/Drop page
Class Search – Use this button to launch a new search with a new set of criteria

After clicking “Register” you will be returned to the first “Add or Drop Classes” screen, you can now see the class you have added under “Current Schedule.” Remember, if you clicked “Add to Worksheet” you will need to click “Submit Changes” before that class is added to your schedule.

Add or Drop Classes

Repeat this process to add additional classes to your schedule
Register for Classes (cont’d)

**Dropping a Class** – Dropping a class is pretty straightforward, from the “Add or Drop Classes” screen simply select “Drop Via Web” from the “Action” menu for the class you would like to drop.

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
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<tbody>
<tr>
<td><strong>Web Registered</strong> on Mar 22, 2007</td>
<td>None</td>
<td>40343</td>
<td>ACCT</td>
<td>211</td>
<td>003 Undergraduate</td>
<td>4.000</td>
<td>Standard</td>
<td>Principles of Accounting</td>
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<tr>
<td></td>
<td>None</td>
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<tr>
<td></td>
<td>Drop Via Web</td>
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</tbody>
</table>

Total Credit Hours: 4.000

Now click “Submit Changes” to drop the class.

[Submit Changes]
Help Desk
Website: http://www.liberty.edu/helpdesk
Phone: (434) 592-7800

ILRC Staff
The ILRC Staff Members are a great resource if you are in the computer lab and need help or have a question regarding ASIST