

Training Block Registration

Walkthrough

Training Block Registration – Walkthrough

1. Log into the myLU portal.

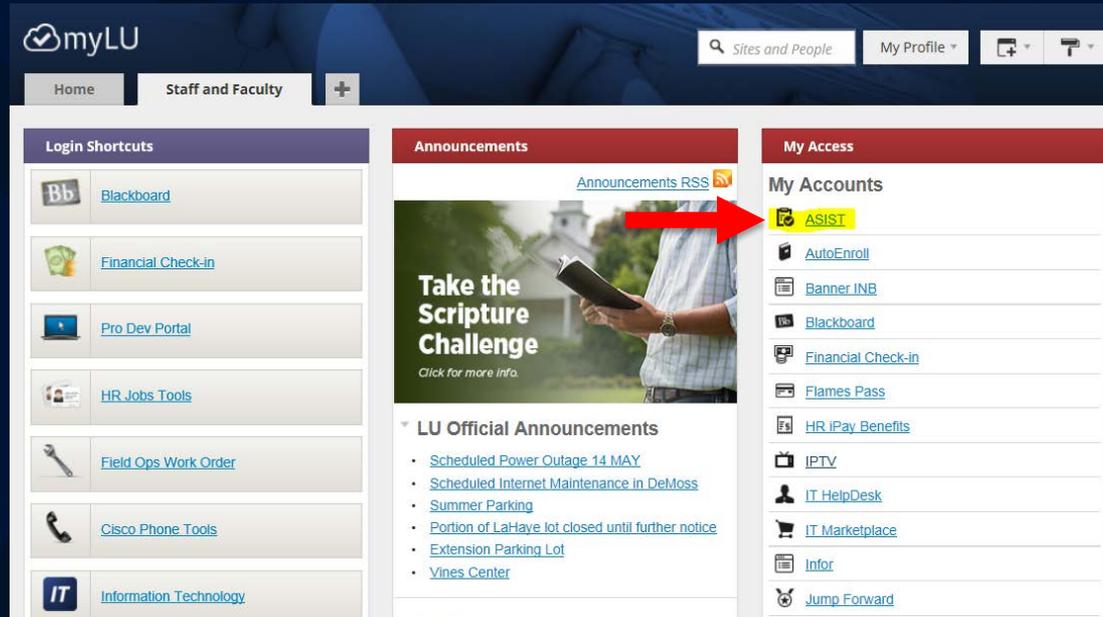


The image shows the myLU portal dashboard. The top navigation bar includes the myLU logo, a search bar, and links for "My Profile" and "Logout". Below the navigation bar, there are three main sections: "Login Shortcuts", "Announcements", and "My Access".

- Login Shortcuts:** A list of quick links including Blackboard, Financial Check-in, Pro Dev Portal, HR Jobs Tools, Field Ops Work Order, Cisco Phone Tools, Information Technology, Webmail, Events, and Marketing.
- Announcements:** A section with an "Announcements RSS" link and a featured announcement for the "LIBERTY UNIVERSITY ART GALLERY DEMOSS HALL, ROOM 406g EXHIBIT RUNS THROUGH JUNE 5, 2015". Below this is a "LU Official Announcements" section with a list of items: Scheduled Power Outage 14 MAY, Scheduled Internet Maintenance in DeMoss, Summer Parking, Portion of Lathaye lot closed until further notice, Extension Parking Lot, and Vines Center. There is also a "Students" section with a list of items: MFA Students Exhibit Projects in Art Gallery, New Login Process for Student Loans, Lathaye Closing 5/6 - 5/17, Wanted: Women's Hockey Players, Regional Chamber Connection Expo & Job Fair, Open Water Scuba Class, Complete Fall CSER in 10 days, Enroll in KINE 234 Hapkido: A Self-Defense Class, and Complete CSTU 101 in One Week!
- My Access:** A section titled "My Accounts" with a list of links: ASIST, AutoEnroll, Banner INB, Blackboard, Financial Check-in, Flames Pass, HR iPay Benefits, IPTV, IT HelpDesk, IT Marketplace, Info, Jump Forward, Library, Long Distance Access, Offices, Online Communities, Pharos Print Detail, Tickets, and Travel.

Training Block Registration – Walkthrough

2. After you log in to the myLU portal, click “ASIST”.



The screenshot displays the myLU portal interface. At the top, there is a navigation bar with the myLU logo, a search bar labeled "Sites and People", and a "My Profile" dropdown menu. Below the navigation bar, there are tabs for "Home" and "Staff and Faculty". The main content area is divided into three columns:

- Login Shortcuts:** A vertical list of links with icons for Blackboard, Financial Check-in, Pro Dev Portal, HR Jobs Tools, Field Ops Work Order, Cisco Phone Tools, and Information Technology.
- Announcements:** A section with a red header. It features an "Announcements RSS" link with a red arrow pointing to it. Below is a "Take the Scripture Challenge" banner with a photo of a person reading a book. Underneath is a section titled "LU Official Announcements" with a list of links: "Scheduled Power Outage 14 MAY", "Scheduled Internet Maintenance in DeMoss", "Summer Parking", "Portion of LaHave lot closed until further notice", "Extension Parking Lot", and "Vines Center".
- My Access:** A section with a red header titled "My Accounts". It contains a list of links: "ASIST" (highlighted in yellow), "AutoEnroll", "Banner INB", "Blackboard", "Financial Check-in", "Flames Pass", "HR iPay Benefits", "IPTV", "IT HelpDesk", "IT Marketplace", "Infor", and "Jump Forward".

Training Block Registration – Walkthrough

3. To register, click the “Student” tab at the top followed by “Registration”.

The image displays two screenshots of a web application interface, illustrating the steps to reach the registration page. The left screenshot shows the main navigation menu with tabs for Admissions, General Information, Student, Financial Aid, and Faculty Services. A red arrow points to the 'Student' tab. Below the navigation is a search bar and a 'Go' button. The 'Student' section is active, displaying a list of links: Registration, Student Records, Student Account, Housing, Financial Check-In, and Applicant Status. The right screenshot shows the same interface after clicking the 'Student' tab. The 'Student' tab is now highlighted, and the 'Registration' link is highlighted with a red arrow. The 'Registration' link is described as 'Check your registration status, class schedule and add or drop classes'. The 'RELEASE: 8.7' text is visible at the bottom of both screenshots.

Admissions **General Information** **Student** **Financial Aid** **Faculty Services**

Search Go

Student

- [Registration](#)
Check your registration status, class schedule and add or drop classes
- [Student Records](#)
View your holds, grades, transcripts, apply to graduate, or check your degree completion plan audit
- [Student Account](#)
View your account summary and tax information or make a web payment
- [Housing](#)
View and change housing options.
- [Financial Check-In](#)
All Students must complete Financial Check-In. This is the means of confirming financial arrangements, schedules and housing if available.
- [Applicant Status](#)
Displays applicants admission status, check list, & financial aid.

RELEASE: 8.7

Admissions **General Information** **Student** **Financial Aid** **Faculty Services**

Search Go

Student

- [Registration](#)
Check your registration status, class schedule and add or drop classes
- [Student Records](#)
View your holds, grades, transcripts, apply to graduate, or check your degree completion plan audit
- [Student Account](#)
View your account summary and tax information or make a web payment
- [Housing](#)
View and change housing options.
- [Financial Check-In](#)
All Students must complete Financial Check-In. This is the means of confirming financial arrangements, schedules and housing if available.
- [Applicant Status](#)
Displays applicants admission status, check list, & financial aid.

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Training Block Registration – Walkthrough

4. Select the appropriate semester.

Registration Term

Fall 2015
Summer 2015
Spring 2015
Winter 2015

Past Terms (View Only):

RELEASE: 8.0

Training Block Registration – Walkthrough

5. Click “Add or Drop Courses”.

Registration

[Select/Change Registration Term](#)

Choose the term you are updating

[Add or Drop Courses](#)

Register for classes by CRN or Subject

[LUO AutoEnroll](#)

Let AutoEnroll register you for classes!

[Look Up Courses](#)

View available classes

[Week at a Glance](#)

Weekly class schedule by day and time

[Student Detail Schedule](#)

Courses registered for selected semester

[My Books](#)

Visit the bookstore or view the textbooks for your course schedule

[Christian Service](#)

CSER - Registration and Evaluation Forms

[Registration Fee Assessment](#)

General breakdown of tuition, fees, financial aid, and payment schedule

[Withdrawal Information](#)

Check the status of withdrawals

[Registration Status](#)

Displays basic curriculum information including degree level, holds, and academic standing

[Active Registration](#)

Currently registered terms and courses

[Registration History](#)

Previously registered terms and courses

[LUE Registration](#)

Liberty University en Español student course registration

Training Block Registration – Walkthrough

6. Your current schedule will then appear. To register for your Training Block, select “Class Search” at the bottom.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Apr 06, 2015		42953	NSSR	101	004	Undergraduate	0.000	Pass/Fail		New Student Seminar
Web Registered on May 02, 2015	None	40794	AVIA	102	002	Undergraduate	1.000	Standard		Aviation Orientation
Web Registered on May 03, 2015	None	41064	BIBL	105	003	Undergraduate	3.000	Standard		Old Testament Survey
Web Registered on May 03, 2015	None	40658	UNIV	101	052	Undergraduate	1.000	Standard		University Core Competencies
Web Registered on May 03, 2015	None	40801	AVIA	210	002	Undergraduate	3.000	Standard		Private Ground I
Web Registered on May 03, 2015	None	40810	AVIA	215	003	Undergraduate	3.000	Standard		Private Ground II
Web Registered on May 03, 2015	None	41179	BWVW	101	003	Undergraduate	1.000	Standard		Biblical Worldview I

Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: May 13, 2015 04:24 pm

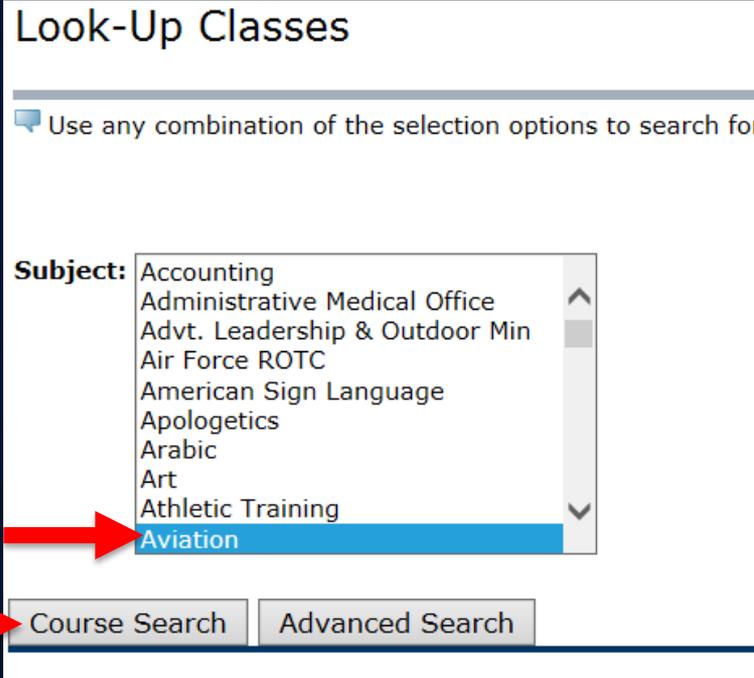
Add Classes Worksheet

CRNs



Training Block Registration – Walkthrough

7. Click on “Aviation” followed by “Course Search”



The screenshot shows a web interface titled "Look-Up Classes". Below the title is a search instruction: "Use any combination of the selection options to search for". A "Subject:" dropdown menu is open, displaying a list of subjects. The subject "Aviation" is highlighted in blue. A red arrow points to the "Aviation" option. Below the dropdown menu are two buttons: "Course Search" and "Advanced Search". A red arrow points to the "Course Search" button.

Look-Up Classes

Use any combination of the selection options to search for

Subject: Accounting
Administrative Medical Office
Advt. Leadership & Outdoor Min
Air Force ROTC
American Sign Language
Apologetics
Arabic
Art
Athletic Training
Aviation

Course Search Advanced Search

Training Block Registration – Walkthrough

8. Based on your level of flight training, you will register for AVIA010, AVIA020, or AVIA030. Click “View Sections” on the appropriate lab.

Fall 2015

Aviation

010	Private Pilot Train Block Lab	View Sections
020	Instrmnt Rating Train Block Lb	View Sections
030	Commrcial Pilot Train Block Lb	View Sections

Training Block Registration – Walkthrough

9. All of the Training Blocks will appear for the specified Training Block lab. Simply find one that fits into your schedule, click the checkbox on the left and click “Register” at the bottom.

Sections Found															
Aviation															
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location
<input type="checkbox"/>	57798	AVIA	010	001	R	0.000	Priv Pilot Train Block: A1	MWF	06:30 am-09:30 am	4	1	3	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57800	AVIA	010	002	R	0.000	Priv Pilot Train Block: A1	TR	06:30 am-09:30 am	2	0	2	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57802	AVIA	010	003	R	0.000	Priv Pilot Train Block: B1	MWF	07:00 am-10:00 am	4	0	4	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57804	AVIA	010	004	R	0.000	Priv Pilot Train Block: B1	TR	07:00 am-10:00 am	2	0	2	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input checked="" type="checkbox"/>	57806	AVIA	010	005	R	0.000	Priv Pilot Train Block: C1	MWF	07:15 am-10:15 am	4	0	4	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57808	AVIA	010	006	R	0.000	Priv Pilot Train Block: C1	TR	07:15 am-10:15 am	2	0	2	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57810	AVIA	010	007	R	0.000	Priv Pilot Train Block: A2	MTF	08:45 am-11:45 am	5	1	4	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57812	AVIA	010	008	R	0.000	Priv Pilot Train Block:B2 & A2	T	09:00 am-12:00 pm	4	0	4	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
								R	08:45 am-11:45 am				To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57814	AVIA	010	009	R	0.000	Priv Pilot Train Block: B2	MRF	09:00 am-12:00 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57816	AVIA	010	010	R	0.000	Priv Pilot Train Block:A3 & C2	T	11:00 am-02:00 pm	4	0	4	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
								R	09:15 am-12:15 pm				To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57818	AVIA	010	011	R	0.000	Priv Pilot Train Block: C2	MTF	09:15 am-12:15 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57820	AVIA	010	012	R	0.000	Priv Pilot Train Block:B3 & C3	T	11:15 am-02:15 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
								R	11:30 am-02:30 pm				To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57822	AVIA	010	013	R	0.000	Priv Pilot Train Block Lab: A3	MRF	11:00 am-02:00 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57824	AVIA	010	014	R	0.000	Priv Pilot Train Block Lab: B3	MTF	11:15 am-02:15 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57831	AVIA	010	015	R	0.000	Private Pilot Train Block: C3	MRF	11:30 am-02:30 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57833	AVIA	010	016	R	0.000	Private Pilot Train Block: A4	MWF	01:15 pm-04:15 pm	5	2	3	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57835	AVIA	010	017	R	0.000	Private Pilot Train Block: A4	TR	01:15 pm-04:15 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57837	AVIA	010	018	R	0.000	Private Pilot Train Block: B4	MWF	01:30 pm-04:30 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57839	AVIA	010	019	R	0.000	Private Pilot Train Block: B4	TR	01:30 pm-04:30 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57841	AVIA	010	020	R	0.000	Private Pilot Train Block: C4	MWF	01:45 pm-04:45 pm	5	1	4	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57843	AVIA	010	021	R	0.000	Private Pilot Train Block: C4	TR	01:45 pm-04:45 pm	3	0	3	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57845	AVIA	010	022	R	0.000	Private Pilot Train Block: A5	MWF	03:15 pm-06:15 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57847	AVIA	010	023	R	0.000	Private Pilot Train Block: A5	TR	03:15 pm-06:15 pm	3	0	3	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57849	AVIA	010	024	R	0.000	Private Pilot Train Block: B5	MWF	03:30 pm-06:30 pm	5	0	5	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57851	AVIA	010	025	R	0.000	Private Pilot Train Block: B5	TR	03:30 pm-06:30 pm	3	0	3	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57853	AVIA	010	026	R	0.000	Private Pilot Train Block: C5	MWF	03:45 pm-06:45 pm	4	1	3	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT
<input type="checkbox"/>	57856	AVIA	010	027	R	0.000	Private Pilot Train Block: C5	TR	03:45 pm-06:45 pm	4	0	4	To Be Announced Staff (P), James Mathew Mashburn	08/24-12/18	AIRPT

Register Add to WorkSheet New Search

Training Block Registration – Walkthrough

10. The Training Block will appear on your ASIST account and will prevent you from registering for any other academic classes during your Training Block.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Apr 06, 2015		42953	NSSR	101	004	Undergraduate	0.000	Pass/Fail		New Student Seminar
Web Registered on May 02, 2015	None	40794	AVIA	102	002	Undergraduate	1.000	Standard		Aviation Orientation
Web Registered on May 03, 2015	None	41064	BIBL	105	003	Undergraduate	3.000	Standard		Old Testament Survey
Web Registered on May 03, 2015	None	40658	UNIV	101	052	Undergraduate	1.000	Standard		University Core Competencies
Web Registered on May 03, 2015	None	40801	AVIA	210	002	Undergraduate	3.000	Standard		Private Ground I
Web Registered on May 03, 2015	None	40810	AVIA	215	003	Undergraduate	3.000	Standard		Private Ground II
Web Registered on May 03, 2015	None	41179	BWVW	101	003	Undergraduate	1.000	Standard		Biblical Worldview I
Web Registered on May 13, 2015		57806	AVIA	010	005	Undergraduate	0.000	Pass/Fail		Priv Pilot Train Block: C1

Total Credit Hours: 12.000

Billing Hours: 12.000

Minimum Hours: 0.000

Maximum Hours: 18.000

Date: May 13, 2015 04:33 pm

Training Block Registration – Walkthrough

11. Please repeat steps 7 & 8 to register for the accompanying flight class to receive your flight fee money.

Fall 2015
Aviation

010	Private Pilot Train Block Lab	View Sections
020	Instrmnt Rating Train Block Lb	View Sections
030	Commrcial Pilot Train Block Lb	View Sections
101	Exploring Aviation	View Sections
102	Aviation Orientation	View Sections
103	Flight Attendant Orientation	View Sections
210	Private Ground I	View Sections
215	Private Ground II	View Sections
220	Private Flight I	View Sections

7

Sections Found
Aviation

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
<input checked="" type="checkbox"/>	43402	AVIA	220	001	R	3.000	Private Flight I
<input checked="" type="checkbox"/>	43405	AVIA	220	A01	D	3.000	Private Flight I
<input checked="" type="checkbox"/>	43406	AVIA	220	A02	D	3.000	Private Flight I
<input type="checkbox"/>	51534	AVIA	220	D01	D	3.000	Private Flight I
<input type="checkbox"/>	51535	AVIA	220	D02	D	3.000	Private Flight I

Register Add to Worksheet New Search

8

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered	on Apr 06, 2015	42953	NSSR	101	004	Undergraduate	0.000	Pass/Fail		New Student Seminar
Web Registered	on May 02, 2015	40794	AVIA	102	002	Undergraduate	1.000	Standard		Aviation Orientation
Web Registered	on May 03, 2015	41064	BIBL	105	003	Undergraduate	3.000	Standard		Old Testament Survey
Web Registered	on May 03, 2015	40658	UNIV	101	052	Undergraduate	1.000	Standard		University Core Competencies
Web Registered	on May 03, 2015	40801	AVIA	210	002	Undergraduate	3.000	Standard		Private Ground I
Web Registered	on May 03, 2015	40810	AVIA	215	003	Undergraduate	3.000	Standard		Private Ground II
Web Registered	on May 03, 2015	41179	BWVW	101	003	Undergraduate	1.000	Standard		Biblical Worldview I
Web Registered	on May 13, 2015	57806	AVIA	010	005	Undergraduate	0.000	Pass/Fail		Priv Pilot Train Block: C1
Web Registered	on May 13, 2015	43402	AVIA	220	001	Undergraduate	3.000	Pass/Fail		Private Flight I

Total Credit Hours: 15.000
Billing Hours: 15.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: May 13, 2015 04:38 pm

Training Block Registration – Walkthrough

Registration Errors – Time Conflict

1. If you attempt to register for a Training Block that conflicts with a class, this is the error ASIST will show:

Current Schedule

Status	Action	CRN	Subj	Crse Sec Level	Cred	Grade Mode	Title
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Total Credit Hours: 15.000
Billing Hours: 15.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: May 13, 2015 04:46 pm

 Registration Add Errors

Status	CRN	Subj	Crse Sec Level	Cred	Grade Mode	Title
	40658 57804	AVIA 010	004 Undergraduate	0.000	Pass/Fail	Priv Pilot Train Block: B1



Training Block Registration – Walkthrough

Registration Errors – Time Conflict

1. If you attempt to register for a flight class BEFORE you register for a Training Block, this is the error ASIST will show:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
[Empty Table]										

Total Credit Hours: 12.000
Billing Hours: 12.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: May 13, 2015 05:09 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Prerequisite and Test Score error	40812	AVIA	220	001	Undergraduate	3.000	Pass/Fail		Private Flight I



Training Block Registration – Walkthrough

Registration Errors

If you see any other errors, other than the ones depicted, please email soascheduling@liberty.edu.

Questions?

Contact Scheduling:

Email	Phone
soascheduling@liberty.edu	(434) 592-7436