

The OPSU portal (myOPSU) and Self Service Banner (SSB)

You will access the new student system, SSB, to enroll, view academic information, etc. via the [myOPSU portal](#).

All academic information up to Spring 2016 is in SSB (Self Service Banner). Summer academic work will be available in SSB in October. Up until that time, transcripts will still be issued in SCT/SIS.

By the end of October, official transcripts will be available to order online in SSB. Watch your email for more details from the Registrar. Continue to order official transcripts with the request found on the OPSU website until notified by the Registrar.

To get to the portal, simply type in my.opsu.edu for the URL or click on this link:
my.opsu.edu

Login to my.opsu.edu with your Aggie Access Login Address and password.

After logging in with your Aggie Access information, click on the **Self Service** icon:



Once in Self Service, you will see a menu of options, including Personal Information, Student, and Financial Aid.

Student academic/registration information is located under the Student tab.

Viewing Classes available for a Semester

- Login to the new my.opsu.edu Portal
 - Login with Aggies Access Credentials
- Click on the **Self Service** icon:



- From within Self Service, select the “Student” tab, then click **Registration**
- Click **Look Up Classes**
- Select a term from the drop-down list, then click the **Submit** button. Please note that if a term is labeled “View Only”, registration is not yet open for the term.
- Select at least one subject and click the **Course Search** button. This will return a list of courses (course subject and number) offered for the term – click on the **View Sections** button to view all sections of a given course.
- Alternatively, you can click the **Advanced Search** button and then narrow down your search results as desired, then click the **Course Search** button. This will bring you to a list of classes offered for that subject in this semester

Now you'll see a list of all sections currently offered for your selection. See the graphic below for details:

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

Psychology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	60266	PSYC	1113	0	OPS	3.000	General Psychology	MW	01:00 pm-02:15 pm	110	97	13	0	0	0	0	0	0	Deanna Gail Seaman (P)	08/17-12/15	HMH 139	Lower Division Requirement

- The **Select** column can have a few different values:
 - A code of “**NR**” means that enrollment is not possible, usually because enrollment hasn’t begun for the semester, or we are now past the last date for enrollment.
 - A code of “**SR**” means that there is something in your student record that is preventing you from enrolling. Likely causes would be registration holds, or simply that your time to enroll hasn’t come yet.
 - A code of “**C**” means that the class is full; no seats are left.
 - If you see a blank check box, you can try to register for that section!

Enrolling in Classes

- First go see your advisor. Your advisor will determine if you are able to enroll in courses on Self Service Banner. If your advisor will allow you to enroll in classes, they will “Green Light” you for enrollment.

- Login to the portal (URL is: my.opsu.edu)

- Click on the SSB Icon:



Self **Service**

- Click on the STUDENT tab
- Click on Student Records Link
- Click on View Holds. If there are not Holds on your account, you may continue with enrollment.
 - **(Please note that deficiencies will also be listed on the holds screen, but they do not prevent you from enrolling)**
- Click back on the STUDENT tab
- Click on Registration Link
- Click on Add or Drop Classes
- Click correct Term
- This will bring up the Add or Drop Classes page.
- To add a class, you must enter the Course Reference Number (CRN) of the course you want to add. Once you enter the CRN, click on Submit Changes.
- To look up classes, click on Class Search and it will bring up the schedule.
 - Select at least one subject and click the Course Search button. This will return a list of courses (course subject and number) offered for the term – click on the View Sections button to view all sections of a given course.
 - Alternatively, you can click the Advanced Search button and then narrow down your search results as desired, then click the Course Search button. This will bring you to a list of classes offered for that subject in this semester
- Now you'll see a list of all sections currently offered for your selection.

- Select the course(s) you wish to enroll in and click on Register.
- This will take you back to the Add or Enroll page, and you will be enrolled unless there is an overload/instructor approval, pre-requisite, or co-requisite requirement.
- Contact your advisor if you encounter such an error.
- To Print your schedule, go back to the Student Tab.
- Click on Registration.
- Click on Concise Student Schedule.
- Your Schedule for the semester selected will display.
- You may use Ctrl+P (or File-→Print through Browser) to print the schedule.

Viewing Unofficial Academic Transcripts on SSB

- Login to the new my.opsu.edu Portal
 - Login with Aggies Access Credentials
- Click on the **Self Service** icon:



- From within Self Service, select the "Student" tab, then click **Student Records**
 - Click on **Academic Transcript**
 - Transcript Level=**All Levels**
 - Transcript Type=**Unofficial**
 - Click **Submit**
 - Unofficial academic transcripts will display.
 - You may use Ctrl+P (or File-→Print through Browser) to print the unofficial transcript

Viewing your Class Schedule (after enrolled)

- Login to the new my.opsu.edu Portal
 - Login with Aggies Access Credentials
- Click on the **Self Service** icon:



- From within Self Service, select the “Student” tab, then click **Registration**
- Click on:
 - Concise Student Schedule (regular summary of schedule) or
 - Week at a glance (Weekly view of schedule) or
 - Student Detail Schedule (Detailed course by course view)
- You may use Ctrl+P (or File-→Print through Browser)

Viewing your Student Records

- Login to the new my.opsu.edu Portal
 - Login with Aggies Access Credentials
- Click on the **Self Service** icon:



Self **Service**

- From within Self Service, select the “Student” tab, then click **Student Records**
- Select what you wish to view:
 - View Holds (Includes deficiencies)
 - View Final Grades (After finals grades have been rolled by Registrar at end of semester)
 - Grade Detail
 - Academic Transcript (view and print unofficial transcript)
 - Course Catalog (University catalog of courses with course descriptions, prerequisites, etc)
 - View Student Information (Includes)
 - Residency, citizenship, Classification, Advisor, Degree and Major pursuing, etc.
 - Class Schedule (List of courses available for a specific term)
 - Apply to Graduate (Submit application to graduate: Only open during designated times. Contact Registrar for any questions)
 - View Test Scores (View ACT, SAT and Accuplacer scores)