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# STUDENT SELF SERVICE GUIDE

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May 13, 2022  
OHSU  
3181 SW Sam Jackson Park Rd

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# LOG INTO SELF-SERVICE

Open a web browser and navigate to <https://www.ohsu.edu/education/student-self-service>. Click on the button to access student-self service.



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## Student Self-Service

Current students with an ohsu.edu email address can log in to self-service to register for classes, update their contact information, and view their course schedules, grades, degree audit, financial aid, billing statements, and tax documents.

Future students and alumni without an ohsu.edu email address can log in to student self-service using their University ID number (UID) and password to view and order their transcripts or download tax documents.

[OHSU Student Information System](#)

If you need help resetting your password or PIN, please call the ITG Service Desk at [503-494-2222](tel:503-494-2222).

[How to Register for Classes](#)



[New students](#)



Contact the Office of the Registrar

Hours: Monday - Friday, 7:30 a.m. - 4 p.m.

Phone: [503-494-7800](tel:503-494-7800) or [800-775-5460](tel:800-775-5460)

Fax: [503-494-4629](tel:503-494-4629)

[Email the Office of the Registrar](#)

Location: [Mackenzie Hall](#), Room 1120  
Mail Code L-109  
3181 S.W. Sam Jackson Park Road  
Portland, OR 97239-3098

Log in with your OHSU Network ID (your network ID is your email username before the “@” symbol). If you do not yet have an OHSU Network ID, please continue reading for alternate login options.



## Sign In

Use your OHSU network account. If you do not have an account then use your student account (U#####).

 Username

 Password

**Continue**

If you have trouble signing into the system then contact the OHSU Service Desk at 503-494-2222.

If you're off-campus, you'll have to verify your identify with Duo Push:



[What is this?](#) [Add a new device](#)  
[My Settings & Devices](#)  
[Need help?](#)

Secured by Duo

Choose an authentication method

Duo Push RECOMMENDED Send Me a Push

Passcode Enter a Passcode

Remember me for 8 hours

Note: if you're a new student and haven't yet been issued your network ID, you can log in with your UID number. In this case, you'll also be emailed a one-time passcode to verify your identity.



Email Verification

Enter the code sent to your email ( [REDACTED] )

**Authenticate**

The email will look similar to this:

**From:** noreply <[noreply@ohsu.edu](mailto:noreply@ohsu.edu)>

**Sent:** Friday, May 13, 2022 2:37 PM

**To:** Student Email <[student\\_email@ohsu.edu](mailto:student_email@ohsu.edu)>

**Subject:** One-time password for log in to OHSU Student Information System



Student,

Enter the following one-time password on the *Email Verification* screen to log in to OHSU Student Information System:

**724182**

If you did not attempt to log in then contact OHSU ITG Service Desk at 503-494-2222 to reset your password.

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DO NOT REPLY to this email. This is a notification message only.

The information contained in this email message is confidential and protected by law. It is intended only for the person identified in the document. If you are not the intended recipient, sharing or copying the information will result in a violation of the law. If you have received this email by mistake or need technical assistance, contact OHSU ITG Service Desk at 503-494-2222.

## REGISTER FOR CLASSES

After logging in, you will see the menu presented below. Select “Add/Drop Classes” underneath the “Registration” menu option:

The screenshot displays the 'Student Services' dashboard. At the top left, there is a user profile icon and the text 'Hello [redacted]'. Below this is a dark grey banner that reads 'Welcome to Student Self-Service'. The dashboard is organized into six main service categories, each with a list of options:

- Registration** (calendar icon):
  - [View Holds](#)
  - [Add/Drop Classes](#) (circled in red)
  - [Browse Classes](#)
  - [Textbook Listing](#)
- Degree Requirements** (graduation cap icon):
  - [View My Degree Audit](#) (Current Students Only)
  - [Apply to Graduate](#)
  - [View Graduation Application](#)
- Academic Records** (folder icon):
  - [View Grades](#) (Most Recent Term Only)
  - [View Unofficial Transcript](#) (All Terms)
  - [Order Official Transcripts](#)
- Student Accounts Receivable** (dollar sign icon):
  - [Account Information and Pay Now](#)
  - [Account Detail for Term](#)
  - [Statement and Payment History](#)
  - [Direct Deposit](#)
  - [Tax Notification \(1098-T\)](#)
  - [Student Health Insurance Waivers](#)
- Financial Aid** (dollar sign icon):
  - [Financial Aid Self-Service](#)
  - [Financial Aid Website](#)
- Personal Information & User Account** (person icon):
  - [Student Profile](#)
  - [Update Personal Information](#)
  - [Change My Name](#)
  - [Sign Up for OHSU Alert Texts](#)
  - [Complete Outstanding Action Items](#)
  - [Change OHSU Network Account Password](#) (on OHSU network only)
  - [Change Student ID Number Password](#)

Select "Add/Drop Classes" one more time:

 Home

[Student](#) • [Registration](#)

### Registration

What would you like to do?

|  |  |
|--|--|
| <br><a href="#">View Registration Status/Holds</a><br>View registration status, update student term data, and complete pre-registration requirements. | <br><a href="#">Add/Drop Classes</a><br>Search and register for your classes. You can also view and manage your schedule. |
| <br><a href="#">Browse Classes</a><br>Looking for classes? In this section you can browse classes you find interesting.                               | <br><a href="#">View Registration Information</a><br>View your past schedules and your ungraded classes.                  |

Select the term you would like to register for:

☐  

[Student](#) • [Registration](#) • [Select a Term](#)

## Select a Term

Terms Open for Registration

☐ 🔍

- Spring 2020
- Winter 2020

You can search for classes by subject, course number, keyword or campus. You can also select advanced search for more search options:

**Enter Your Search Criteria**

Term: Spring 2022

Subject

Course Number

Keyword

Campus

[Clear](#)   [▶ Advanced Search](#)

The results of your search will be presented to you. After browsing through your results, Select the add button on the far right to add the class to your summary:

**Find Classes** | Enter CRNs | Plans | Schedule and Options

**Search Results — 36 Classes**  
 Term: Winter 2020 | Subject: Nursing (OCNE) Search Again

| Title  | Subject  | CRN  | Hours | CRN  | Term | Instructor  | Meeting Times               | Cam  | Status      | Attribute                   |     |
|--|----------|------|-------|------|------|---|-----------------------------|------|-------------|-----------------------------|-----|
| Foundations: Chron...<br>Theory/Clinical - ... | Nursi... | 2... | 0 6   | 2... | W... | <a href="#">Vitale, Valerie</a><br><a href="#">Frommer-Sh...</a><br><a href="#">Alves, Janet</a><br><a href="#">Zetterquist, J...</a><br><a href="#">Hawk, Heather</a><br><a href="#">Talamantes, ...</a> | S M T W T F S 08:30 AM - 11 | A... | 32 of 32... | Oregon Consortium Nursin... | Add |
| Foundations: Chron...<br>Theory/Clinical - ... | Nursi... | 2... | 0 6   | 2... | W... |   |                             | K... | 32 of 32... | Oregon Consortium Nursin... | Add |
| Foundations: Chron...<br>Theory/Clinical - ... | Nursi... | 2... | 0 6   | 2... | W... |   |                             | P... | 40 of 40... | Oregon Consortium Nursin... | Add |

**Schedule** | Schedule Details

**Class Schedule for Winter 2020**

|     | Sunday | Monday | Tuesday | Wednesday | Thursday                         | Friday | Saturday |
|-----|--------|--------|---------|-----------|----------------------------------|--------|----------|
| 6am |        |        |         |           |                                  |        |          |
| 7am |        |        |         |           |                                  |        |          |
| 8am |        |        |         |           | Foundations<br>Chronic Illness I |        |          |
| 9am |        |        |         |           |                                  |        |          |

|                       | Details    | Hour | CRN   | Schedule | Status  | Action             |
|-----------------------|------------|------|-------|----------|---------|--------------------|
| Foundations: Chron... | NRS 211, 0 | 6    | 20902 | Theor... | Pending | **Web Registered** |
| Foundations: Chron... | NRS 211, 0 | 6    | 20895 | Theor... | Pending | **Web Registered** |
| Foundations: Chron... | NRS 211, 0 | 6    | 20888 | Theor... | Pending | **Web Registered** |

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Review your classes in the Summary section. You can also preview your schedule. If everything looks in order, select Submit to register for your classes:

The screenshot displays a web interface for course registration. On the left, a 'Schedule' panel shows a grid for 'Class Schedule for Spring 2020' with columns for days of the week and rows for times from 6am to 11am. A green block labeled 'Foundations Acute Care I' is visible on Tuesday from 8am to 11am. On the right, a 'Summary' panel contains a table with columns: Title, Details, Hour, CRN, Schedule, Status, and Action. Two rows are shown, both for 'Foundations Acute Care I' with status 'Registered'. At the bottom right, a 'Submit' button is circled in red. A status bar at the bottom of the summary panel reads: 'Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 16'.

| Title                | Details    | Hour | CRN   | Schedule | Status     | Action |
|----------------------|------------|------|-------|----------|------------|--------|
| Foundations Acute... | NRS 212, 0 | 6    | 31108 | Theor... | Registered | None   |
| Foundations Acute... | NRS 212, 0 | 6    | 31097 | Theor... | Registered | None   |

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 16

Submit

## SEARCH BY CRN

If you know the CRN for the course you like to register for, you can select “Enter CRN” to find specific courses and add them to your schedule for the term. Add the CRN to the CRN field and press the Add to Summary button. The entered course will then be added to the Summary section as pending. You will need to select the Submit button to finalize the registration.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

### Register for Classes

Find Classes **Enter CRNs** Schedule and Options

#### Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2020

CRN  Foundations Acute Care I NRS 212, 0

CRN

[+ Add Another CRN](#) **Add to Summary**

**Schedule** | Schedule Details

#### Class Schedule for Spring 2020

|      | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|--------|---------|-----------|----------|--------|----------|
| 6am  |        |        |         |           |          |        |          |
| 7am  |        |        |         |           |          |        |          |
| 8am  |        |        |         |           |          |        |          |
| 9am  |        |        |         |           |          |        |          |
| 10am |        |        |         |           |          |        |          |

Summary

| Title                    | Details    | Hours | CRN   | Schedule   | Status  | Action             |
|--------------------------|------------|-------|-------|------------|---------|--------------------|
| Foundations Acute Care I | NRS 212, 0 | 6     | 31108 | Theory/... | Pending | **Web Registered** |

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 16

**Submit**

The course status will change to a green Registered flag when registration is complete:

| Title                    | Details    | Hours | CRN   | Schedule T | Status     | Action |
|--------------------------|------------|-------|-------|------------|------------|--------|
| Foundations Acute Care I | NRS 212, 0 | 6     | 31108 | Theory/... | Registered | None   |

## VARIABLE CREDITS

When registering for a variable credit class, there is an extra step you will need to complete to register for the correct amount of credits. Typical variable credit courses include: Research, Thesis, etc.

You will know the course is variable credit because there will be a range in the Hours column of the course listing/search result:

**Register for Classes**

Find Classes | Enter CRNs | Schedule and Options

**Search Results — 1 Classes**  
Term: Spring 2020 Subject: Behavioral Neuroscience Search Again

| Title             | Subject | Course | Section | Hours   | CRN  | Term | Instructor | Meeting Times | Car  | Status     | Attribute                |     |
|-------------------|---------|--------|---------|---------|------|------|------------|---------------|------|------------|--------------------------|-----|
| Research Research | Be...   | 601    | 08      | 1 TO 16 | 3... | S... |            |               | P... | 10 of 1... | Exclude Course from Blue | Add |

Page 1 of 1 | 10 Per Page | Records: 1

After registering for the course, the hours in the summary section defaults to the minimum value available for the course.

**Summary**

| Title    | Details      | Hours | CRN   | Schedule T | Status     | Action |
|----------|--------------|-------|-------|------------|------------|--------|
| Research | BEHN 601, 08 | 1     | 31150 | Research   | Registered | None   |

If you need to increase the amount of credits you will need to select the Schedule and Options tab at the top of the course search pane:

Find Classes | Enter CRNs | **Schedule and Options**

**Search Results — 3 Classes**  
Term: Spring 2020 Subject: Behavioral Neuroscience Search Again

| Title  | Subject Descri | Course | Section | Hours  | CRN   | Term   | Instructor | Meeting Times | Campus | Status            | Attribute                |     |
|--|----------------|--------|---------|--------|-------|--------|------------|---------------|--------|-------------------|--------------------------|-----|
| Research Research                            | Behavioral...  | 601    | 08      | 1 T... | 31150 | Spr... |            |               | Por... | 8 of 10 seats ... | Exclude Course from Blue | Add |
| Dissertation Thesis                          | Behavioral...  | 603    | 08      | 1 T... | 31151 | Spr... |            |               | Por... | 9 of 10 seats ... | Exclude Course from Blue | Add |
| Issues Behavior Neurosci... Discussion Group | Behavioral...  | 607A   | 0       | 1      | 31152 | Spr... |            |               | Por... | 24 of 25 seats... |                          | Add |

Page 1 of 1 | 10 Per Page | Records: 3

To adjust the amount of hours for the course, select the number in the hours column, enter the correct amount of credits and then select the submit button at the bottom of the page:

### Register for Classes

Find Classes Enter CRNs **Schedule and Options**

#### Summary

For classes with a variable number of credits (e.g.: research, thesis) select the course hours to update to the number of credits needed. Contact your academic advisor if you are uncertain about the number of credits you need.  
Term: Spring 2020

| Title    | Details      | Hours | CRN   | Schedule Type | Grade Mode   | Level            | Date       | Status     | Message       |
|----------|--------------|-------|-------|---------------|--------------|------------------|------------|------------|---------------|
| Research | BEHN 601, 08 | 1     | 31150 | Research      | Pass/No Pass | Medical Graduate | 01/24/2020 | Registered | **Web Regi... |

Records: 1

Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 16

### Register for Classes

Find Classes Enter CRNs **Schedule and Options**

#### Summary

For classes with a variable number of credits (e.g.: research, thesis) select the course hours to update to the number of credits needed. Contact your academic advisor if you are uncertain about the number of credits you need.  
Term: Spring 2020

| Title    | Details      | Hours                      | CRN   | Schedule Type | Grade Mode   | Level            | Date       | Status     | Message       |
|----------|--------------|----------------------------|-------|---------------|--------------|------------------|------------|------------|---------------|
| Research | BEHN 601, 08 | 12<br>Must be from 1 to 16 | 31150 | Research      | Pass/No Pass | Medical Gradu... | 01/24/2020 | Registered | **Web Regi... |

Records: 1

Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 16

### Schedule

Schedule Details

#### Class Schedule for Spring 2020

|     | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----|--------|--------|---------|-----------|----------|--------|----------|
| 6am |        |        |         |           |          |        |          |
| 7am |        |        |         |           |          |        |          |
| 8am |        |        |         |           |          |        |          |
| 9am |        |        |         |           |          |        |          |

Submit

You should see a “Save Successful” message in the upper right-hand corner of the screen. The hours in the summary should also reflect the new credit amount:

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#) ✔ Save Successful

## Register for Classes

Find Classes   Enter CRNs   **Schedule and Options**

### Summary

For classes with a variable number of credits (e.g.: research, thesis) select the course hours to update to the number of credits needed. Contact your academic advisor if you are uncertain about the number of credits you need.  
Term: Spring 2020

| Title                    | Details      | Hours | CRN   | Schedule Type | Grade Mode   | Level            | Date       | Status     | Message       |
|--------------------------|--------------|-------|-------|---------------|--------------|------------------|------------|------------|---------------|
| <a href="#">Research</a> | BEHN 601, 08 | 12    | 31150 | Research      | Pass/No Pass | Medical Graduate | 01/24/2020 | Registered | **Web Regi... |

Records: 1

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 16

## EXPORT SCHEDULE

After registering for all of your classes for the term, you have the ability to email your schedule to yourself or to anyone you want to have your schedule information. Go to the Schedule and Options section after completing your registration:

**Register for Classes**

Find Classes   Enter CRNs   **Schedule and Options**

**Summary** 

For classes with a variable number of credits (e.g.: research, thesis) select the course hours to update to the number of credits needed. Contact your academic advisor if you are uncertain about the number of credits you need.  
Term: Spring 2020

| Title  | Details      | Hours | CRN   | Schedule Type  | Grade Mode        | Level            | Date       | Status     | Message       |
|--|--------------|-------|-------|----------------|-------------------|------------------|------------|------------|---------------|
| <a href="#">Dissertation</a>                 | BEHN 603, 08 | 1     | 31151 | Thesis         | Pass/No Pass      | Medical Gradu... | 01/24/2020 | Registered | **Web Regi... |
| <a href="#">Issues Behavior Neuroscience</a> | BEHN 607A, 0 | 1     | 31152 | Discussion ... | Uniform Grade ... | Medical Gradu... | 01/24/2020 | Registered | **Web Regi... |
| <a href="#">Research</a>                     | BEHN 601, 08 | 12    | 31150 | Research       | Pass/No Pass      | Medical Gradu... | 01/24/2020 | Registered | **Web Regi... |

Records: 3

Click on the envelope icon and a menu will open up to allow you to enter email addresses for whoever you would like to send your schedule to. By default, you are selected as a receipt. After entering all desired recipients, select Send.

**Register for Classes**

Find Classes   Enter CRNs   **Schedule and Options**

**Summary** 

For classes with a variable number of credits (e.g.: research, thesis) select the course hours to update to the number of credits needed.  
Term: Spring 2020

| Title  | Details      | Hours | CRN   | Schedule Type  | Grade Mode        | Level   |
|--|--------------|-------|-------|----------------|-------------------|---------|
| <a href="#">Dissertation</a>                 | BEHN 603, 08 | 1     | 31151 | Thesis         | Pass/No Pass      | Medical |
| <a href="#">Issues Behavior Neuroscience</a> | BEHN 607A, 0 | 1     | 31152 | Discussion ... | Uniform Grade ... | Medical |
| <a href="#">Research</a>                     | BEHN 601, 08 | 12    | 31150 | Research       | Pass/No Pass      | Medical |

Total Hours | Registered: 14 | Billing: 14 | CEU: 0 | Min: 0 | Max: 16

**Email Schedule and Downloadable Calendar File**  
Email your schedule and an .ics file to your calendar. Please send again if you make changes to your schedule.

Myself (town@edu.edu)

Email

Email

Email

Subject

## VIEW GRADES

This option is only available to current students and will only show grades from recent terms. Current students can view older grades in their unofficial transcripts records in the view unofficial transcripts menu. Alumni and users logging in with UID and password can view their unofficial transcripts records under the Student Services -> Academic Records menu.

After Logging in you should see the menu presented below:

### Student Services

Hello [redacted]

Welcome to Student Self-Service

- Registration**
  - [View Holds](#)
  - [Add/Drop Classes](#)
  - [Browse Classes](#)
  - [Textbook Listing](#)
- Degree Requirements**
  - [View My Degree Audit](#) (Current Students Only)
  - [Apply to Graduate](#)
  - [View Graduation Application](#)
- Academic Records**
  - [View Grades \(Most Recent Term Only\)](#)
  - [View Unofficial Transcript](#) (All terms)
  - [Order Official Transcripts](#)
- Student Accounts Receivable**
  - [Account Information and Pay Now](#)
  - [Account Detail for Term](#)
  - [Statement and Payment History](#)
  - [Direct Deposit](#)
  - [Tax Notification \(1098-T\)](#)
  - [Student Health Insurance Waivers](#)
- Financial Aid**
  - [Financial Aid Self-Service](#)
  - [Financial Aid Website](#)
- Personal Information & User Account**
  - [Student Profile](#)
  - [Update Personal Information](#)
  - [Change My Name](#)
  - [Sign Up for OHSU Alert Texts](#)
  - [Complete Outstanding Action Items](#)
  - [Change OHSU Network Account Password](#) (on OHSU network only)
  - [Change Student ID Number Password](#)

Select View Grades in the Academic Records menu:

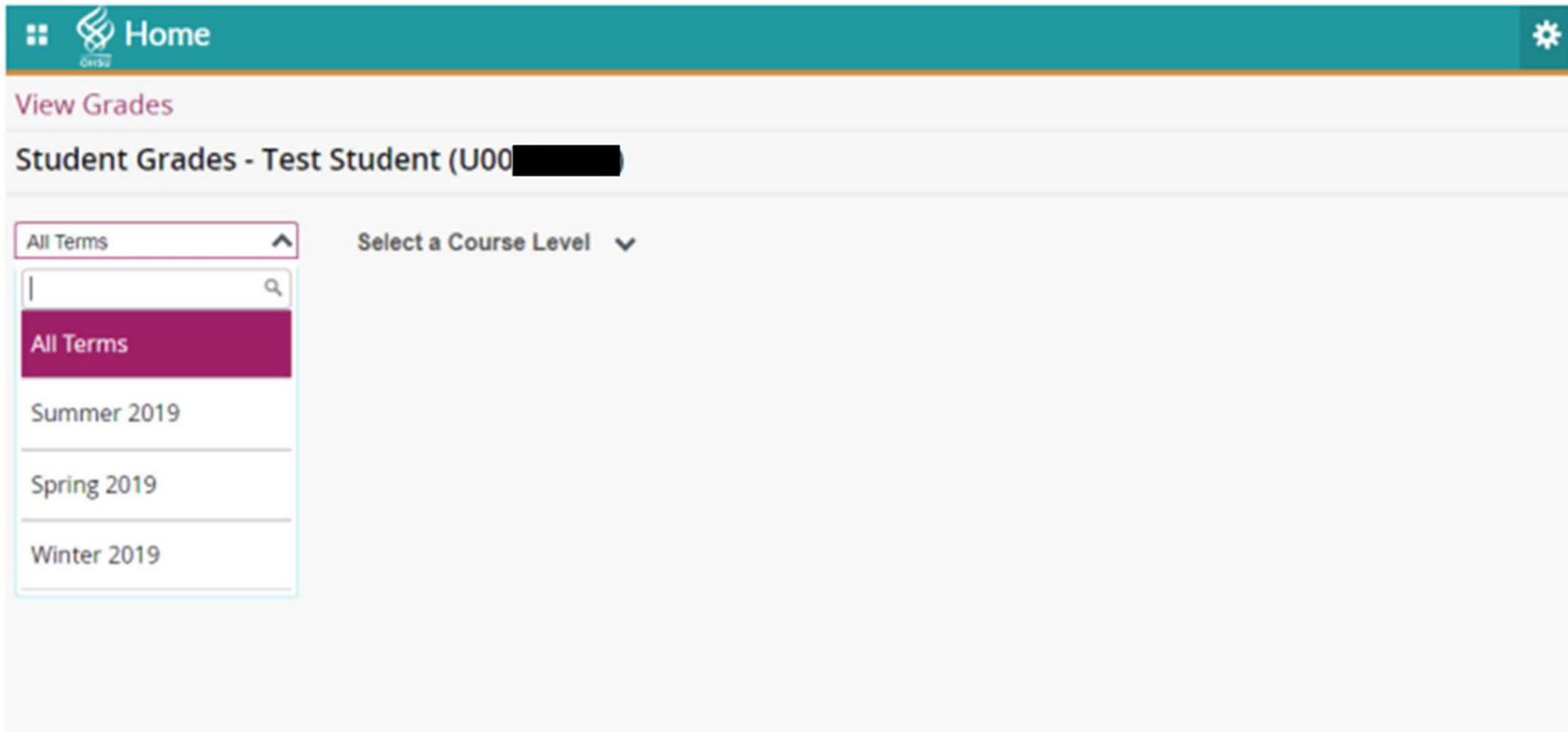
---



## Academic Records

- View Grades
  - View Unofficial Transcript
  - Order Official Transcripts
-

Select the Term you would like to view grades for or select “All Terms” if you would like to view all available terms. You will also need to select a course level:



The screenshot shows a web interface for viewing grades. At the top, there is a teal header with a home icon and the text "Home". Below the header, the page title is "View Grades" in purple. The main heading is "Student Grades - Test Student (U00 [redacted])". There are two dropdown menus: "All Terms" and "Select a Course Level". The "All Terms" dropdown is open, showing a search bar and three options: "All Terms" (highlighted in purple), "Summer 2019", "Spring 2019", and "Winter 2019".

Once you select a term (or all terms) and a course level, your recent grades and GPA will display:

Home
⚙️

[View Grades](#)

### Student Grades - Test Student (U000 [REDACTED])

All Terms ▾ Medical Graduate ▾

**GPA Summary** [View Details](#)

|           |               |          |         |
|-----------|---------------|----------|---------|
| -         | 3.93          | -        | 3.93    |
| All Terms | Institutional | Transfer | Overall |

**Course Work** Search by Course Title or Subject Code

| Subject      | Course Title                  | Campus | Midterm ... | Final Grade | Attempted ... | Earne... | GPA Hours | Quality Po... | CRN   | Term        |
|--------------|-------------------------------|--------|-------------|-------------|---------------|----------|-----------|---------------|-------|-------------|
| CANB 601, 04 | Research                      | 1      |             |             | 1.000         |          |           |               | 21081 | Winter 2020 |
| CELL 613B, 0 | Current Topics/Tissue Biology | 1      |             |             | 1.000         |          |           |               | 21169 | Winter 2020 |
| CANB 607, 0  | Cancer Biology Seminar Series | 1      |             | P           | 1.000         | 1.000    | 0.000     | 0.00          | 11570 | Fall 2019   |
| CANB 601, 12 | Research                      | 1      |             | P           | 14.000        | 14.000   | 0.000     | 0.00          | 11976 | Fall 2019   |
| CANB 606A, 0 | Tumor Microenvironment JC     | 1      |             | P           | 1.000         | 1.000    | 0.000     | 0.00          | 12070 | Fall 2019   |