1. Log into **RAIL**

3/18/24, 1:09 PM — User Login

User Login

In the User ID box below, please enter your Shepherd ID (SID). Your SID is the nine digit number printed on the back of your Rambler Card. If you do not have your Rambler Card handy, or if you are new to Shepherd and have yet to receive a Rambler Card, you can look up your SID here.

Please enter your SID and Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

User ID: [   ]
PIN: [   ]

[Login] [Forgot PIN?]

2. **Main Menu**
~Choose **Student** file

3/18/24, 1:15 PM — Main Menu

Main Menu

Welcome, Sherry K. Donovan, to the RAIL system at Shepherd University! Last web access on Mar 18, 2024 at 01:09 PM

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student
Apply for Admission, Register, View your academic records.

Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Faculty and Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

Finance
Create or review financial documents, budget information, approvals.

3. **Student Services**
~Choose **Registration**

3/18/24, 12:55 PM — Student & Financial Aid

Student Services

Registration
Check your registration status, class schedule and add or drop classes.
Summer 2023 Alternate PIN is 555555.

Student Records
View your holds, grades and unofficial transcripts.
Review your degree evaluation to track your progress to degree.
Request hardcopy (paper) official transcripts for campus pick-up.
NEW! Mail and e-transcript/e-delivery options through **Parchment Solutions**.

Student Account
View your account summaries, statement/payment history and tax information

DegreeWorks – NEW!
DegreeWorks is Shepherd's new degree audit tool for students and advisors.
It is available to students following the Fall 2020 catalog forward.
Students in older catalogs should use the Degree Evaluation tool in RAIL.

4. **Registration**
~Choose **Active Registration**

3/18/24, 12:55 PM — Registration

Registration

Select Term
Add or Drop Classes
All degree-seeking students must meet with their advisor prior to registration.
Summer 2023 Alternate PIN is 555555
Look Up Classes
Change Class Options
Week at a Glance
Student Detail Schedule
Withdrawal Information
Registration Status
Active Registration
Registration History

5. Active Registration

~Right-click - Print

RAIL
REMOTE ACCESS INFORMATION LINE
shepherd university

Active Registrations

000479055 Sherry K. Donovan
Mar 18, 2024 12:54 PM

💬 The following classes are not officially considered complete for transcript purposes. Additional information is available by selecting hyperlinked data.

ST:Why DI? Intro to Diff Lrng - EDPD 699 - 001

Associated Term	Summer Term 2024-2025	Credits	3.000
CRN	15128	Grade Mode	Professional Development Mode
Status	**Web Registered** Mar 18, 2024	Course Level	Graduate
Schedule Type	Online/Non-Traditional	Midterm Grade	
Instructional Method	Open Learning	Grade Detail	
Campus	Online Campus Programs	Associated Instructor	Lucinda H. Powers ✉
Class Start Date	May 20, 2024	Course URL	
Expected Completion	Jul 28, 2024		

6. From Tabs Along Top - Choose **Student**

~Choose **Student Account**

RAIL
REMOTE ACCESS INFORMATION LINE
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📦 Student Services

📦 Registration
Check your registration status, class schedule and add or drop classes.
Summer 2023 Alternate PIN is 555555.

📦 Student Records
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📦 Student Account
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🎓 DegreeWorks – NEW!
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7. Student Account

~Choose **Account Information**

RAIL
REMOTE ACCESS INFORMATION LINE
shepherd university

Student Account

🔑 Account Detail for Term
🔑 Account Summary by Term
🔑 Select Tax Year
🔑 Tax Notification
🔑 View Holds
🔑 Enrollment Deposit for New Students
The enrollment deposit is a one-time payment required for new students only.
🔑 Account Information
ℹ 1098-T form
You will need your name, social security number, and zip code access this form on the website.

Account Information

~Right-click - Print

RAIL
REMOTE ACCESS INFORMATION LINE
shepherd university

Account Information

000479055 Sherry K. Donovan
Mar 18, 2024 12:55 PM

Account Transactions   **Deposits**

ℹ Charges and credits on your account are listed below, beginning with the most recent. Anticipated credits including pending financial aid are **NOT** included in this listing.

Account Detail
Account Balance: $348.00

Date Recorded	Description	Term	Charge	Credit
Mar 18, 2024	Professional Graduate Educ	Summer Term 2024-2025	$198.00	
Mar 18, 2024	Virtual online fee	Summer Term 2024-2025	$150.00	
Mar 14, 2024	Professional Graduate Educ	Summer Term 2024-2025		-$594.00
Mar 14, 2024	Virtual online fee	Summer Term 2024-2025		-$150.00
Mar 14, 2024	Professional Graduate Educ	Summer Term 2024-2025	$198.00	
Mar 14, 2024	Virtual online fee	Summer Term 2024-2025	$150.00	
Mar 14, 2024	Professional Graduate Educ	Summer Term 2024-2025		-$198.00