

REGISTRATION WORKSHEET

- 1) Open the Browser. Go to *www.shepherd.edu*
- 2) Click on **RAIL** in “**Quick Link**” at the top of the home page.
You will be logged off after 10 minutes of inactivity.
- 3) Read user information; scroll to the bottom and click on **User Login**.
- 4) Security Alert (If the Alert appears): Read the message and make the appropriate selection.
- 5) User Login

Information provided by Advisor

Alternate PIN _____

Registration Time _____

- A. Enter USER ID (Your ID is the nine digit number on the back of your Rambler Card).
- B. Enter Login PIN (Personal Identification Number—initially your birth date in the format MMDDYY).
- C. Click on **LOGIN**. The Login PIN will expire immediately, and you will need to create a new Login PIN of your choice. Your new Login PIN can be a minimum of six but not more than 15 alphanumeric characters, but CANNOT be your birth date. You must remember this new Login PIN!

Select a **Login Verification Security Question** and provide the answer. If later on you forget your Login PIN, you can click on the **Forgot PIN?** button and answer the question you have just selected.

At that time, you will then be asked to enter and confirm a new Login PIN.

- 6) If an incorrect Login PIN is entered 5 times in succession, access to RAIL will be disabled and you will need to contact the Office of the Registrar to have the PIN reset.
- 7) Read Terms of Usage and click **Continue** if terms are agreeable. This screen will not be seen again.
- 8) Click on **Student**.
- 9) Click on **Registration**.
- 10) Click on **Add/Drop Classes**.
- 11) Select the term registering for (use drop down menu if necessary) and click on **Submit Term**.
- 12) Enter **Alternate PIN** (provided by advisor during academic advisement) and click on **Submit PIN**.
- 13) Fill in CRNs (Course Request Numbers), using the TAB key to navigate between each block to be entered.

CRN	SUBJECT/COURSE #	SEC	DAYS/ TIMES	CREDIT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- 14) Click on **Submit Changes**.
- 15) Scroll down to view schedule and to correct registration errors if necessary.
- 16) Click on the drop down menu in the action field beside each course to drop a course. To add another course, enter the CRN in the block under Add Class. Click on **Submit Changes**.
- 17) Click on **Confirm Schedule** if no registration errors. Check schedule for accuracy.
- 18) To enter variable credit click on the underlined credit hours for each variable credit course or click on **Change Course Options** at the bottom of the screen. Enter desired hours (noting allowed range) and click on **Submit Changes**. Scroll down, check hours, or click **Return to Menu**, click on **Student Detail Schedule** and check hours.
- 19) Scroll to the top of the screen and click on **Exit** after reviewing schedule.
- 20) Click on the “x” on the top right of the screen to close the browser.

