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Murphy Online Registration

Logging In:

Begin at the UST home page at www.stthomas.edu. Click the “Tools” Menu in the upper right corner and choose the MURPHY ONLINE link.

Follow these instructions at the Murphy Online homepage:

- Click on the “Login to the Murphy Online secured area” link. (See the next page for a screen shot)
- Enter your 9 digit UST ID (begins with 100XXXXXXX) and your PIN. Press the enter key or click on the login button.

(If you do not know your UST ID and/or PIN, contact IRT Tech desk at 651-962-6230.) They will email this information to your UST email address.
Welcome to the Murphy Online Information System homepage. Use the link below labeled Login to the Murphy Online secured area to access:

- Personal Information (change your PIN, or challenge question -- Employer’s may view/update personal data)
- Employee Services (view pay, benefits & deductions, vacation reporting, job profiles, adjunct faculty contracts)
- Student Information (register for classes, view holds, view your schedule)
- Student Account (view your account, view your 1098T, view your bill and/or make an ePayment)
- Financial Aid (accept/decline award, view award information)
- Faculty Information (wait lists and class lists)
- Development Officer Information
- Finance Information (budget queries and purchase orders)

Murphy Online is unavailable daily from midnight to 1 a.m. for scheduled maintenance.

Login to the Murphy Online secured area

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Murphy Online Login

Please enter your 9-digit University of St. Thomas Identification Number (UST ID) (100XXXXXXXX).

Then, enter your 6-digit Personal Identification Number (PIN) in the PIN field.

When entered, click Login. If you don’t remember your PIN, enter your UST ID and then click the Forgot PIN button. Please contact the ERT Tech Desk at 651-962-6250 or infohelp if you need additional assistance.

If you are a Continuing Education Student and do not know your PIN, click here to register for a course. Please contact gcape@stthomas.edu with questions.

UST ID: (c.g. 100XXXXXXXX)
PIN: 

Login  Forgot PIN?
**Changing Your Pin:**
When you log into the Murphy for the first time, you will use your PIN that you received from the University of St. Thomas. Murphy Online will then require you to create a new one.
**Challenge Question:**
The system will prompt you to create two "challenge questions" and answers that only you will know the answer to, to use in case you forget your new PIN. Again, this prompt appears after you enter Murphy online for the first time. The new PIN will be in effect from then on, and the original PIN that you received in an email from the University of St. Thomas will no longer work.

**Main Menu:**
The menus that are listed are specific to your profile. Most students (but, not all) will see personal information, student services, financial aid, parking services, and e-Bill & E-Pay System menus. The screen shot on the following page reflects more options than a typical student will have access to in Murphy Online.

**Personal Information:** Click on this menu to view or update your Emergency Alert Notification information, personal data, change your PIN, or challenge question.

**Student Services:** Click on this menu to register for classes, view holds, view your schedule, view your academic records, review your degree audit, view your unofficial transcript, view your eBill, account information, make an ePayment, view 1098-T tax notification and more.

**Financial Aid:** Click on this menu to apply for Financial Aid, view financial aid status and eligibility, accept award offers, and view loan applications.

**Parking Services:** Click on this menu to apply for parking permits; view outstanding citations; review citation history.

**E-Bill & E-Pay System:** Use the secure TouchNet gateway to view your eBill or make an ePayment.
Personal Information
View or update your Emergency Alert Notification information, personal data, change your PIN, or challenge question.

Student Services
Register for classes, view your schedule, view your academic records, view your eBill, account information, make an ePayment, and view 1098-T tax notification.

Faculty & Advisors
Enter Grades and Registration Overrides, view class lists and student information.

Employee Services
View your pay information, benefits & deduction history, leave at vacation reporting, adjusted faculty contracts.

Finance
Create requisitions, purchase orders & budget transfers; approve financial.

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

Parking Services
Apply for parking permits; view outstanding citations; review citation history.

eBill & ePay System
More Detail On Student Services Menu

Registration link: View your registration status, look up classes, add or drop courses, view holds and display your student schedule.

Student Records: View your transcript and/or degree evaluation; View your holds.

Student Account: View your account summary, your 1098-T tax notification, your holds, view your eBill and/or make an ePayment.

See the following screen shot of all options available under the Student Services Menu.
Student Services Menu > Registration Menu:

Select Term: Selecting your term is the first step before registering, looking up classes, viewing holds, or viewing a student schedule.

Add or Drop Classes: You may enter in the CRN (Course Reference Number) or you can search for classes after clicking on this option.

Look up Classes: Use this to search for classes.

Student Detail Schedule and Student Summary Schedule: This allows students to see different views of their schedule.

Registration Status: You may view your day and time of registration, and see if you have any holds.

See the screen shot below for additional options.

A Closer Look At The Links From The Student Services > Registration Menu:

Add/Drop Classes:
You may enter the CRN’s (course reference number) directly or search for classes.

You may select courses from the Class search (screen shot on following page) and put them in a shopping cart called “Add to Worksheet”, or select “Register” to register for the course immediately. **Please note, that putting a course in the shopping cart called “Add to Worksheet” does NOT save a space for you in the class.**

If you know your CRNs, you may enter them in the boxes (see next page), and click the “Submit Changes” button to register for courses. After you click submit, a page will appear listing those courses that the student has successfully registered for and those that have registration errors. Please note that you will have to **SCROLL** to the bottom of this page to see the registration error. You will know that
you have registration errors and need to scroll to the bottom of the screen if you do not have a complete list of courses.

You will also notice the “view holds” link at the bottom of the page.

1. Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field, then the class may not be dropped. When add/drops are complete click Submit Changes. If you are unsure of which classes to add, click Class Search to review the class schedule.

Click here to view information on common registration errors.

**Add Classes Worksheet**

Enter CRNs in these boxes and then select submit changes to register immediately

Choose Class Search to search for sections

**Important Notices for International Students below:**

Notice to F/J/I International Students: Before you drop below a full course of study (6 credits for graduate students), you must consult with an advisor in the OISS (515) 962-6558. Dropping below a full course of study violates your legal status.

You may view any holds on your account by clicking on this link
Look-up Classes to Add:
You have two choices when searching for classes. You may view sections by “Course Search” or “Advanced Search”. The Course Search is more basic and displays sections according to the subject selected. The Advanced Search allows a student to select from a variety of criteria (instructor, time, attribute and more). The subjects are in alphabetical order.

Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject. When your selection is complete, click Get Classes to perform the search.

Follow these steps to select the subjects for your course search:
1. First select the subject. To select multiple subjects, select your first subject, then hold down your “CTRL” key (on windows) or the “open apple” key (mac) and select additional subjects.
2. Choose either Course Search or Advanced Search

- For those familiar with Murphy, Advanced Search will likely be familiar. You need to select subject(s) and can select other criteria such as subject, campus, and instructor.
- Course Search is NEW. This will show you a simple display of all course numbers for your selected subject(s).

Try both options and see what works best for you!
To select a course, click in the check box. You may select as many courses as you would like. **You must scroll to the bottom of the page to choose one of the options:**

**Register:** This will attempt to register you for the course. If all course requirements are met and the class is not full, then your registration is complete for the courses that you selected.

**Add to worksheet:** This will bring you back to the Add/Drop classes page and populate the CRN's in the boxes on that page. **YOU HAVE NOT COMPLETED a registration.** This is a shopping cart feature. At the Add/Drop page, you will then need to click on the "Submit changes" button in order for the Murphy system to attempt to register you for the selected courses. Again, if all course requirements are met and the class is not full, then your registration is complete for the courses that you selected.

In both instances, after clicking register or submit changes, you will see a page that lists the courses that have successful registrations. **If you attempted to register for a course, and it is not visible on the new page, scroll to the bottom to look for registration errors.**

Listed on the following page is an example of a successful registration and errors. The HIST 112 02 is a successful registration as listed under the title “Current Schedule”. You may drop any classes listed under Current Schedule using the drop down box under the Action column depending on the time of year. For example, if classes have not begun and you are not a first semester freshman, then you may drop a course. Most students may drop courses within the first 10 days of the term. Be careful regarding financial aid and business office repercussions of dropping a course after the term has begun.

The Registration Add Errors section shows that the student could not register for ENGL201 06 because they are missing pre-requisites or a test score. The error will be listed in the “Status” portion under registration errors.

Again, please note that if you do not see all of your courses listed under CURRENT SCHEDULE, then you need to SCROLL to the bottom of the page to see the Registration Errors.
IMPORTANT INFORMATION ON WAITLISTING

You must use the ADD/DROP page in Murphy and the course CRN to put yourself on a waitlist for a course. Here are some things that you may encounter to alert you that a waitlist has started for a course and what you need to do to put yourself on the waitlist.

1. When you use LOOK UP CLASSES, the letter "C" will appear instead of a check box. This means the course is closed and a waitlist may be available.
2. Write down the CRN and go back to the registration menu.
3. Click on the ADD/DROP classes link and type the CRN (course reference number) for the course and click "submit changes."
4. You will receive a registration error that states "Closed -- waitlisted" if the course has a waitlist. If the error message simply states closed, then a waitlist is not being offered.
5. Again, under registration errors, you will see the word "action" and a drop down box. Click on the drop down box and choose the waitlist code if a waitlist is available for the section.
6. Click "submit changes" again. You are on the waitlist for the section. Please note that a student will NOT automatically be placed in a section if a space opens up. A student must either contact the instructor for non-College of Business Courses, or contact the Undergraduate College of Business for those sections.

It's important to remember that you MUST click on the drop down box, choose the waitlist code and click submit changes as mentioned in steps 5 and 6 in order for you to be placed on the waitlist.
View More Details On Sections

Search for a section, click on the CRN as it will link you to more details on the section. Click on the View Catalog Entry to see the course description and pre-requisite information if applicable.

Class Schedule Listing

Sections Found
Advanced Creative Writing - 21459 - ENGL 405 - 01

Associated Term: Spring 2013
Registration Dates: Nov 12, 2012 to Feb 06, 2013
Levels: Continuing Education, Graduate, Law, No Level, Professional, Undergraduate
Attributes: Fee Assessment ENGL
Status: Open - 2 seats available

St. Paul Campus
Lecture Schedule Type
4.000 Credits
View Catalog Entry

Click on View Catalog Entry to read the course description and pre-requisites if applicable

Scheduled Meeting Times

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>6:00 pm - 9:15 pm</td>
<td>T</td>
<td>John Roach Center 201</td>
<td>Feb 04, 2013 - May 24, 2013</td>
<td>Lecture</td>
<td>Lon Otto (P)</td>
</tr>
</tbody>
</table>

Registration Availability and Viewing Holds:
To confirm your registration date and time for a specific term simply log in to Murphy Online, Select the Student Services Menu, then Registration Menu, and finally Registration Status. See the screen shot of the following page.

If you have a hold, an error message will be displayed that states “You have holds and this will prevent you from registration”. Scroll to the bottom of this page and click on the "View Holds” link to see specifics about your hold. If you have a hold, you will see the type of hold listed and the process affected. A student must contact the department that put on the hold to have it removed.
Check Your Registration Status:

You may register during the following times

From Begin Time To End Time
Nov 12, 2012 12:00 pm May 24, 2013 11:45 pm

☑ You have no Holds which prevent registration.
☑ Your Academic Standing is Good Standing which permits registration.
☑ Your Student Status permits registration.

Registration Miscellaneous:

SCROLL TO THE BOTTOM: Remember to look at your vertical scroll bar. Error messages and other links such as view holds are located on various pages at the bottom and cannot be seen unless a student scrolls to find them.

REGISTERING FOR LECTURES AND LABS AND OTHER CO-REQS: You must register for any sets of courses that have co-requisites or are linked (such as lectures and labs) at the same time. If you do not, then you will receive an error message. This is achieved by using the SHOPPING CART FEATURE and entering both CRNs OR looking up classes and placing a check mark on both classes and then clicking submit.