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.
- Enter your UST username and your Password. Press the enter key or click on the login button.

(If you do not know your UST username and password, 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 (Add/Update Emergency Contact(s) or Emergency Notification -- users 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 I03ST, view your eBill 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.

*** As of October 1st, 2013, your UST ID number and PIN will no longer be used for access to the Murphy Online Information System. Logging into Murphy Online will now use your UST Username and password, which is the same username and password used for access to UST Desktops, Email, Blackboard, and many other UST-managed applications.***
MAIN MENU:
The menus that are listed are specific to your profile. Most students will see personal information, and student services and financial aid.

STUDENT SERVICES: Click here to register for classes, look up classes, view holds, view your schedule, review your degree audit and view your unofficial transcript.

PERSONAL INFORMATION: Change your PIN, and Change your Security Question.

Click on Student Services Link.
Click on this to view your registration status, look up classes, add or drop courses, and display your student schedule.

**Student Records link**
Click on this link to view your holds, transcript, degree evaluation, view grades, request enrollment and degree verifications, and printing quota.

**Student Account link:**
Make an online payment and review your student account detail.

**A CLOSER LOOK AT THE LINKS FROM THE REGISTRATION MENU:**

**Add/Drop Classes:**
You may enter the CRN’s (course reference number) directly and press submit changes to attempt a registration. 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.

Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
<th></th>
</tr>
</thead>
</table>

[Submit Changes] [Class Search] [Reset]

**Important Notices for International Students below:**

Notice to F-1/J-1 International Students: Before you drop below a full course of study [6 credits for graduate students], you must consult with an advisor in the OIS (51) 902 6650. Dropping below a full course of study violates your legal status.

You may also choose to click on the class search button. The Class Search will bring you to the searchable function where you can search for courses by subject, days of the week and times, just to name a few of the search criteria.

You may select courses from the Class search and put them in a shopping cart, or register for them immediately. **Please note, that putting a course in the shopping cart does NOT save a space for you in the class.**

**Look-up Classes to Add:**

When you first select Look-up Classes to Add, you have a choice to view via course search or advanced search. Use both searches to see which you prefer. The instructions below are associated with the advanced search.

**Advanced Search**
You will notice that there is an option to search by “Attribute Type”. This search allows undergraduate students to search for UST courses that meet core requirements. It also allows students to search for ACTC courses.

After you select your criteria from the list, click the “Class Search” button. See the next page for information about choosing and registering for classes that fit your search criteria.

**IMPORTANT NOTE ON SEARCHING:** The subjects are in alphabetical order and list whether they are UG, Grad or both in parenthesis.
### Look-Up Classes to Add: 2007F - Microsoft Internet Explorer

**Subject:**
- Business Law (UG & Grad)
- Catholic Studies (Grad)
- Catholic Studies (UG)

**Course Number:**

**Title:**

**Part of Term:**
- Full Term

**Schedule Type:**
- Block Registration
- Continuing Enrollment

**Campus:**
- ACTO / Augsburg
- ACTO / Hamline

**Instructor:**
- AhYoung-sk
- ArmandBernandJ

**Attribute Type:**
- ACTO Course
- HECUA Course

**Start Time:**
- Hour
- Minute
- am/pm

**End Time:**
- Hour
- Minute
- am/pm

**Days:**
- Mon
- Tue
- Wed
- Thur
- Fri
- Sat
- Sun

**Gans Search**
Selecting Courses
To select a course, click in the 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:**

---

**Look-Up Classes to Add:**

---

**Sections Found**

**COJO Comm. & Journalism**

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>41667</td>
<td>COJO</td>
<td>100</td>
<td>01</td>
<td>SP</td>
<td>4.000</td>
<td>Public Speaking</td>
<td>MWF</td>
<td>08:15 am-09:20 am</td>
<td>18</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>40769</td>
<td>COJO</td>
<td>100</td>
<td>02</td>
<td>SP</td>
<td>4.000</td>
<td>Public Speaking</td>
<td>MWF</td>
<td>09:35 am-10:40 am</td>
<td>18</td>
<td>1</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>41668</td>
<td>COJO</td>
<td>100</td>
<td>03</td>
<td>SP</td>
<td>4.000</td>
<td>Public Speaking</td>
<td>MW</td>
<td>03:25 pm-05:00 pm</td>
<td>18</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>41669</td>
<td>COJO</td>
<td>100</td>
<td>04</td>
<td>SP</td>
<td>4.000</td>
<td>Public Speaking</td>
<td>TR</td>
<td>09:55 am-11:35 am</td>
<td>18</td>
<td>0</td>
<td>18</td>
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<tr>
<td></td>
<td>40772</td>
<td>COJO</td>
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<td>01</td>
<td>SP</td>
<td>4.000</td>
<td>Communication in the Workplace</td>
<td>MWF</td>
<td>09:35 am-10:40 am</td>
<td>24</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>40773</td>
<td>COJO</td>
<td>105</td>
<td>02</td>
<td>SP</td>
<td>4.000</td>
<td>Communication in the Workplace</td>
<td>MWF</td>
<td>12:15 pm-01:20 pm</td>
<td>24</td>
<td>0</td>
<td>24</td>
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<td></td>
<td>40774</td>
<td>COJO</td>
<td>105</td>
<td>03</td>
<td>SP</td>
<td>4.000</td>
<td>Communication in the Workplace</td>
<td>MW</td>
<td>05:30 pm-07:15 pm</td>
<td>24</td>
<td>0</td>
<td>24</td>
</tr>
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<td>04</td>
<td>SP</td>
<td>4.000</td>
<td>Communication in the Workplace</td>
<td>TR</td>
<td>08:00 am-09:40 am</td>
<td>24</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
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<td>105</td>
<td>05</td>
<td>SP</td>
<td>4.000</td>
<td>Communication in the Workplace</td>
<td>T</td>
<td>06:00 pm-08:00 pm</td>
<td>24</td>
<td>0</td>
<td>24</td>
</tr>
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<td></td>
<td>41100</td>
<td>COJO</td>
<td>472</td>
<td>01</td>
<td>SP</td>
<td>4.000</td>
<td>Family Communication</td>
<td>MW</td>
<td>01:35</td>
<td></td>
<td>24</td>
<td>0</td>
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<tr>
<td></td>
<td>40793</td>
<td>COJO</td>
<td>480</td>
<td>01</td>
<td>SP</td>
<td>4.000</td>
<td>Communication Ethics</td>
<td>T</td>
<td>06:00</td>
<td></td>
<td>24</td>
<td>0</td>
</tr>
</tbody>
</table>

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**Options for Registration**

**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 will display as registered 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 will display as registered for the courses that you selected.

**Registration Errors**
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 below is an example of a successful registration and errors. The COJO 100 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.

The Registration Errors section shows that I cannot register for COJO 451 01 because I do not have the proper pre-reqs or test scores. The error will be listed in the “Status” portion under registration errors.

<table>
<thead>
<tr>
<th>Current Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
</tr>
<tr>
<td><strong><strong>Registered</strong></strong> on Feb 26, 2014</td>
</tr>
</tbody>
</table>

Total Credit Hours: 4.000
Billing Hours: 4.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Feb 26, 2014 01:04 pm

<table>
<thead>
<tr>
<th>Registration Add Errors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
</tr>
<tr>
<td>Pre-req or test score requirement not satisfied. See instructor or department 41360 COJO 451 01 Undergraduate 4.000 Standard</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add Classes Worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CRNs</strong></td>
</tr>
<tr>
<td>Submit Changes</td>
</tr>
</tbody>
</table>
IMPORTANT INFORMATION ON WAITLISTING

You must use the ADD/DROP page in New 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 most likely a waitlist has started.
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."
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.
6. Click "submit changes" again. You are on the waitlist for the course.

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.

To View Registration Status:
All a student needs to do to confirm their date and time for registration is log in to Murphy, Select the Student Services Menu, then Registration Menu, and finally Registration Status. A new page will appear that displays beginning dates and times of registration.

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.

Check Your Registration Status:

Displayed below are various items which may affect your registration.

You may register during the following times

<table>
<thead>
<tr>
<th>From</th>
<th>Begin Time</th>
<th>To</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 22, 2014 08:00 am</td>
<td>Sep 10, 2014 11:45 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Curriculum Information
**View Holds:**
Log in to Murphy, Select the Student Services Menu, then Student Records Menu, and finally View Holds.

**View Holds**

These are the holds on your record. If you have a registration hold you will not be allowed to register. If you have:

---

**Administrative Holds**

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>From Date</th>
<th>To Date</th>
<th>Amount</th>
<th>Reason</th>
<th>Originator</th>
<th>Processes Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising Registration Hold</td>
<td>Feb 26, 2014</td>
<td>Dec 31, 2099</td>
<td></td>
<td></td>
<td>Registration</td>
<td></td>
</tr>
</tbody>
</table>

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**Registration miscellaneous:**

**REGISTERING FOR LECTURES AND LABS AND OTHER CO-REQS:** You must register for any sets of courses that have co-requisites 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.

**SHOPPING CART FEATURE:** You may select classes by keeping them in a shopping cart. This is achieved by entering the CRN’s directly on the Add/Drop classes page in the boxes (be careful to use tab only and not your enter key – using enter WILL register you for the course), or using the Look up Classes feature, and clicking the “Add to Worksheet” button. When you are ready to register, click on Submit changes on the ADD/Drop page.