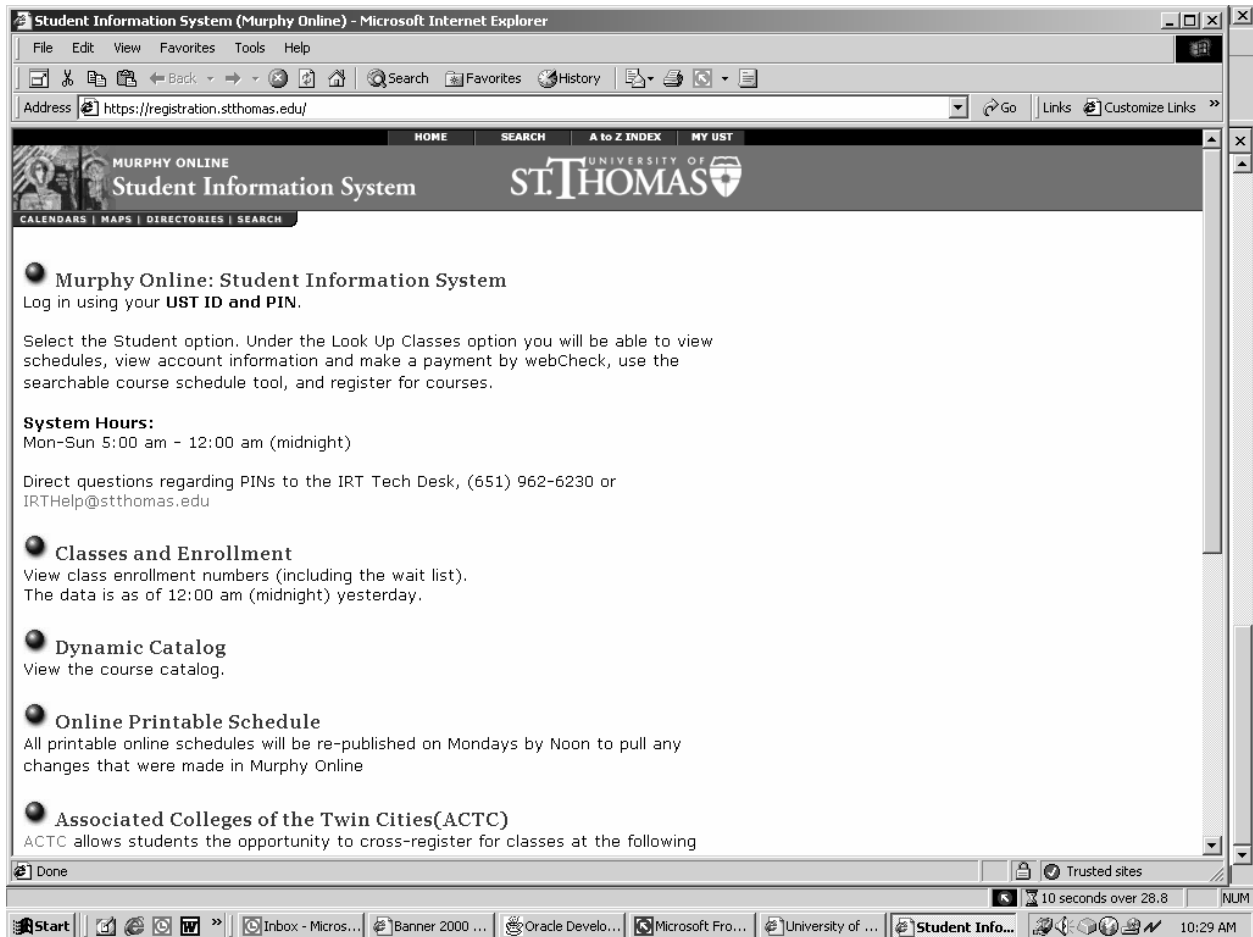


Murphy Online Registration

LOGGING IN:

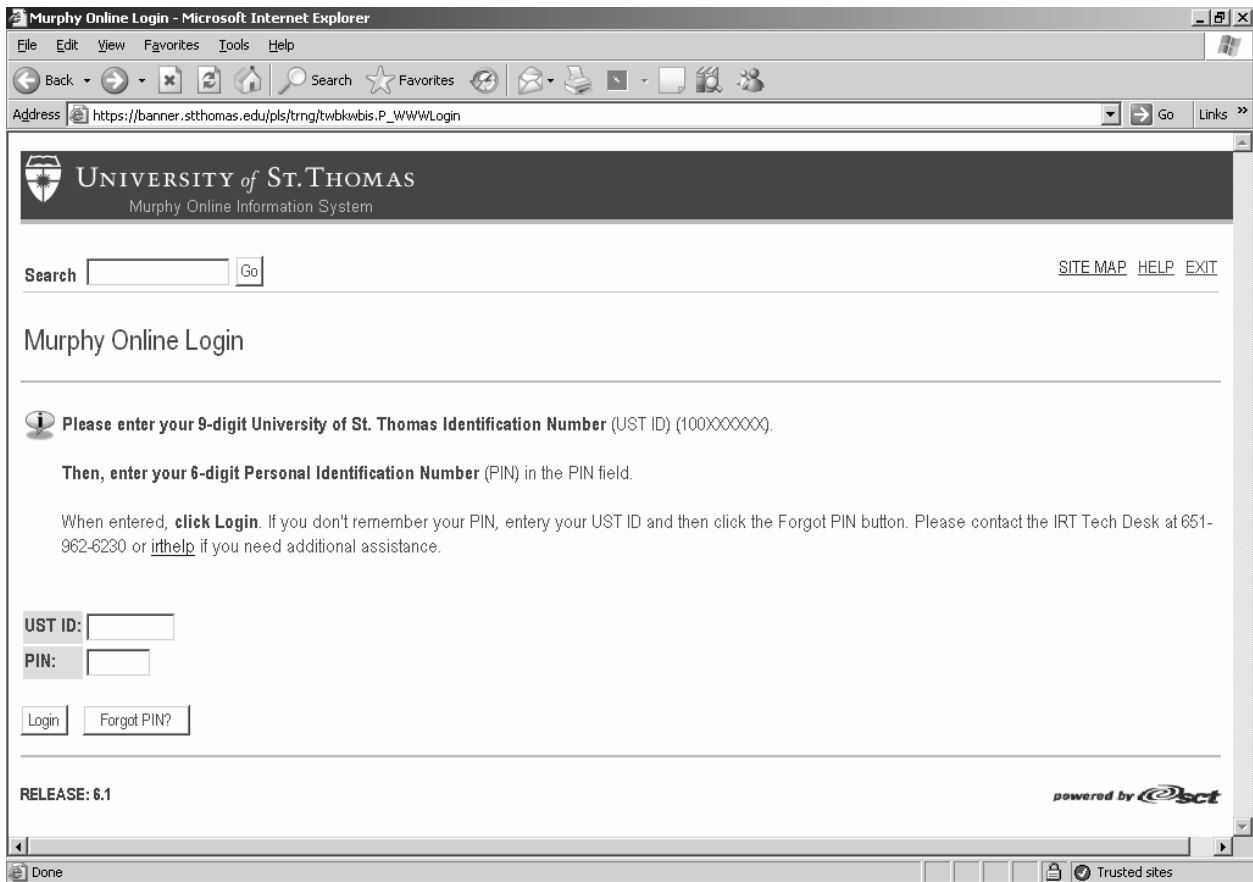
Begin at the UST home page at www.stthomas.edu. Click "Quicklinks" and choose MURPHY (student registration).

To log in to the Murphy system, click on the "Murphy Online Student Information System" link. The next page will have a link to "enter secure area", click on that link.



A new page will appear where you enter your UST ID and PIN. This information was sent to all undergraduate students from the Institutional Resources and Technology Department (IRT) via UST e-mail. Then hit your enter key or click on the Login button.

You will need your UST ID and PIN to log in to the Murphy online system for registration. Your UST ID is a unique 9-digit number that is randomly assigned -- NOT your Social Security Number. If you have lost or forgotten your UST ID or PIN, please contact the IRT tech desk at 651-962-6230. They will email your login credentials to you via your UST email address.



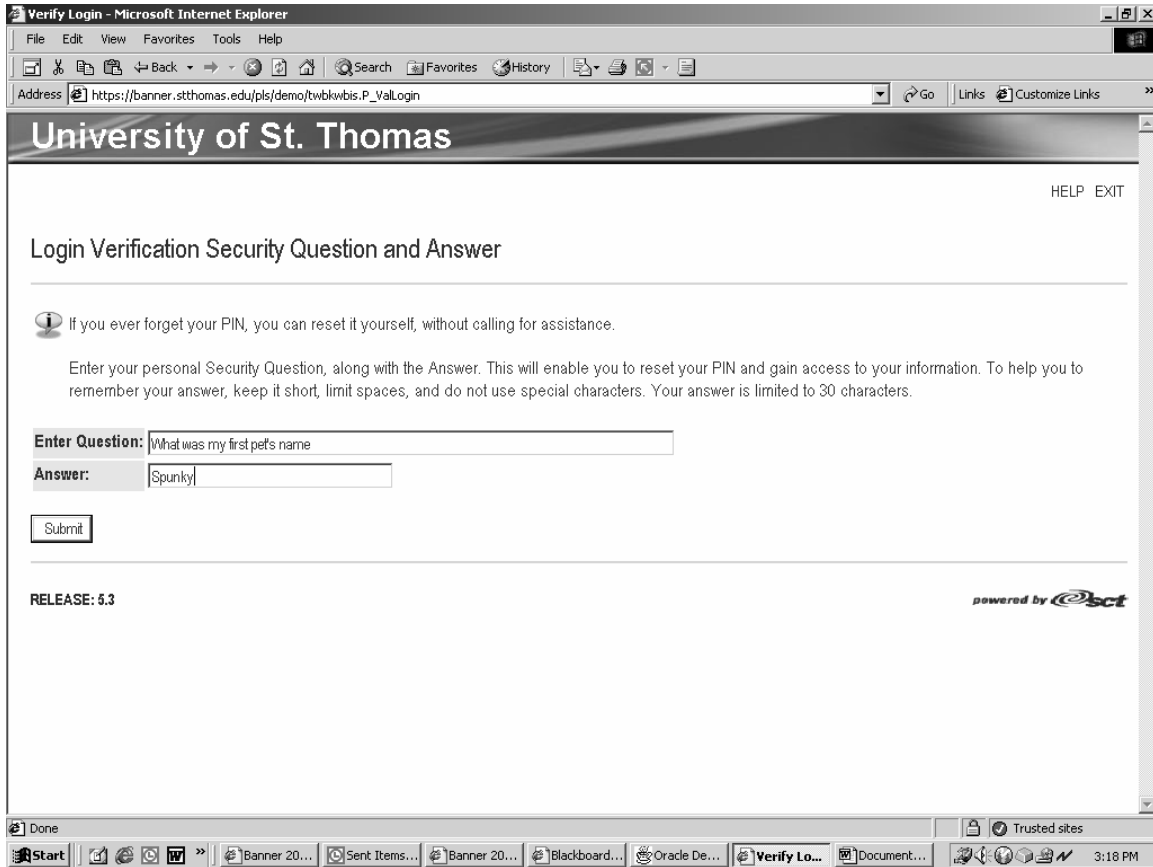
CHANGING YOUR PIN:

When you log into the Murphy for the first time, you will use your PIN that you received from IRT. The system will then require you to create a new one.

The screenshot shows a Microsoft Internet Explorer browser window titled "Verify Login - Microsoft Internet Explorer". The address bar displays the URL: https://banner.stthomas.edu/pls/demo/twbkwbis.P_ValLogin. The page header features the "University of St. Thomas" logo and a "HELP EXIT" link. The main content area is titled "Login Verification Change PIN" and contains a message: "Your PIN has expired. Please change it now." Below this message are three input fields: "Re-enter Old PIN:" with a masked field, "New PIN:" with a masked field, and "Re-enter new PIN:" with a masked field. A "Login" button is positioned below the input fields. At the bottom of the page, it says "RELEASE: 5.3" and "powered by @sct". The browser's taskbar at the bottom shows several open applications, including "Banner 20...", "Sent Items...", "Blackboard...", "Oracle De...", "Verify Lo...", and "Document...", along with the system clock showing 3:17 PM.

CHALLENGE QUESTION:

The system will prompt you to create a "challenge question" that only you will know the answer to, to use in case you forget your new PIN. Again, this prompt appears after you enter the 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 IRT will no longer work.



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 & FINANCIAL AID: 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.

The screenshot shows a web browser window titled "Main Menu - Microsoft Internet Explorer". The address bar contains the URL: https://banner.stthomas.edu/pls/trng/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome,%20Linda%20J.%20Dorn,%20to%20the%20. The page header features the University of St. Thomas logo and the text "UNIVERSITY of St. THOMAS" and "Murphy Online Information System". Below the header is a search bar with a "Go" button and links for "SITE MAP", "HELP", and "EXIT". A horizontal menu bar contains the following items: "Personal Information", "Student Services", "Financial Aid", "Faculty Services", "Employee Services", "Finance", and "Advisor Menu". The main content area displays a welcome message: "Welcome, Linda J. Dorn, to the *Murphy Online Information System!* Last web access on Mar 21, 2006 at 01:45 pm". Below this are six menu items, each with a folder icon and a brief description: "Personal Information" (View or update your personal data, change your PIN, or challenge question), "Student Services & Financial Aid" (Register for classes, View your schedule, View your academic records, Access your financial aid information, View your account information, and 1098-T tax notification), "Faculty & Advisors" (Enter Grades and Registration Overrides, View Class Lists and Student Information), "Employee Services" (View your pay information, benefit & deduction history), and "Financial Information" (Create Requisitions, Purchase Orders & Budget Transfers; Approve Financial). The browser's status bar at the bottom shows "Trusted sites".

Registration link:

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

Student Records and Account information:

Click on this link to view your transcript, degree evaluation, make a webCheck payment, view grades, and request an enrollment certification.

The screenshot shows a Microsoft Internet Explorer browser window displaying the University of St. Thomas website. The browser's address bar shows the URL: https://banner.stthomas.edu/pls/trng/twbkwbis.P_GenMenu?name=bmenu.P_StuMainMnu. The website header features the University of St. Thomas logo and the text "MURPHY ONLINE INFORMATION SYSTEM". Below the header is a search bar with a "Go" button and navigation links for "MAIN MENU", "SITE MAP", "HELP", and "EXIT". A horizontal menu bar contains the following items: "Personal Information", "Student Services", "Financial Aid", "Faculty Services", "Employee Services", "Finance", and "Advisor Menu". The main content area is titled "Student Services & Financial Aid" and lists several service categories with brief descriptions:

- Registration**
Check your registration status; Look up Classes; Add or Drop classes; Display your Student Schedule.
- Student Records and Account Info**
View your transcript and/or degree evaluation (formerly known as degree audit); View your holds; Review account summary and make a webCheck payment; Access your 1098-T information.
- Financial Aid**
Review the status of your financial aid applications; Check status of document requirements; Review loans.
- Student Employment**
Print Student contract, and links to the Human Resources, Payroll, Financial Aid, Office of International Student Services.
- Online Enrollment Process (Incoming Students Only)**
Complete Undergraduate Enrollment Information Questionnaire; Pay Confirming Deposit; Apply for On-Campus Housing by Submitting a Room Deposit.
- Student Health (Immunization, Health History and Physical Forms)**
Complete Student Immunization Record and download other health forms.

At the bottom left of the page, it says "RELEASE: 6.3". At the bottom right, it says "powered by @sct". The browser's status bar at the very bottom shows "Trusted sites".

REGISTRATION MENU:

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

Add/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 to add: Use this to search for classes.

Dynamic Catalog: This will show you many items regarding the courses including a course description, pre-requisites for a course, restrictions, and if the course meets a core requirement.

Student Schedule by Day & Time and Student Detail Schedule: This allows students to different views regarding their schedule.

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

The screenshot shows a web browser window titled "Registration - Microsoft Internet Explorer". The address bar contains the URL: https://banner.stthomas.edu/pls/trng/twbkwbis.P_GenMenu?name=bmenu.P_RegMnu. The page header features the University of St. Thomas logo and the text "UNIVERSITY of ST. THOMAS" and "Murphy Online Information System". Below the header is a search bar with a "Go" button and a navigation menu with links: "MAIN MENU", "SITE MAP", "HELP", and "EXIT". A secondary menu includes "Personal Information", "Student Services", "Financial Aid", "Faculty Services", "Employee Services", "Finance", and "Advisor Menu". The main content area is titled "Registration" and lists the following options: "Select Term", "Add or Drop Classes", "Look Up Classes", "Week at a Glance", "Student Detail Schedule", "Registration Status", "Check your Academic Status and Student Status and you can view your **Registration Dates and Times**.", "Active Registration", and "Registration History". At the bottom left, it says "RELEASE: 6.3" and at the bottom right, "powered by @sct". The browser's status bar at the bottom shows "Done" and "Trusted sites".

A CLOSER LOOK AT THE LINKS FROM THE REGISTRATION MENU:

Add/Drop Classes:

You may enter the CRN's (course reference number, formerly known as a call number) directly or 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 (screen shot further in the documentation) 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.

If you know your CRNs, you may enter them in the boxes below, 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.

The screenshot shows a web browser window titled "Add/Drop Classes: - Microsoft Internet Explorer". The address bar shows the URL: https://banner.stthomas.edu/pls/trng/bwskfreg.P_AltPin. The page content includes several notices:

- Undergraduate Financial Aid Recipients:** If you are receiving UST Gift Aid (scholarships, awards, grants) and/or a Federal Pell Grant you must be enrolled in a minimum of 12 credits per semester by the 10th day of each term. If you enroll in less than 12 credits your gift aid could be reduced or cancelled.
- Minnesota State Grant:** Please be advised that if you are a Minnesota State Grant recipient you must be enrolled in a minimum of 15 credits per semester to receive maximum consideration. If you enroll in fewer credits your Minnesota State Grant will be reduced accordingly.
- Contact your financial aid counselor** at the [Office of Student Financial Services](#) (651) 962-6550 if you want to know how your registration may affect your financial aid.
- Notice to F1/J1 Foreign Students:** Before you drop below a full course of study (12 credits for undergraduate students, 6 credits for graduate students), you must consult with an advisor in the [Office of International Student Services](#) (651) 962-6650. Dropping below a full course of study violates your legal status.

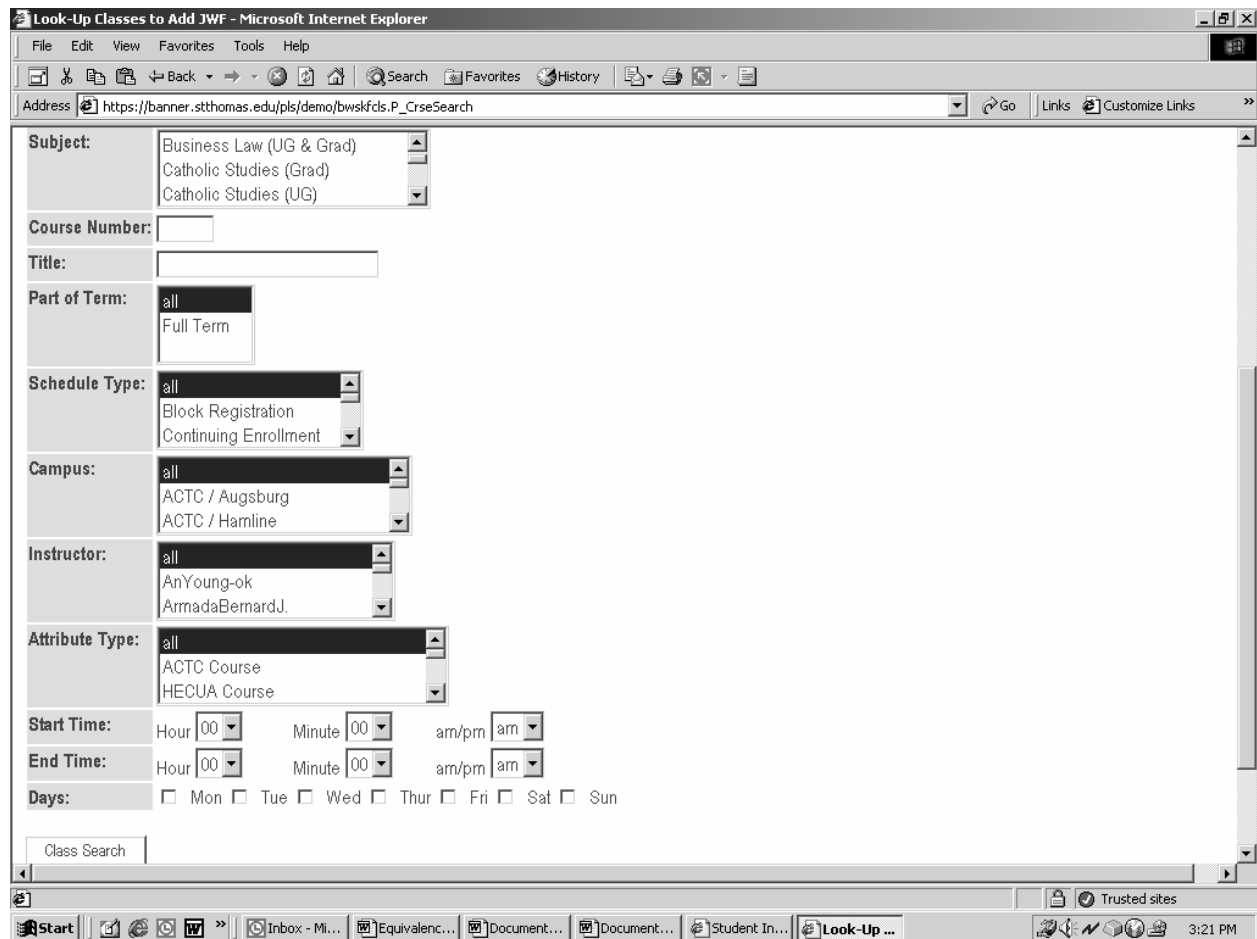
The main section is titled "Add Classes Worksheet" and features a row of ten input boxes for CRNs. Below the boxes are three buttons: "Submit Changes", "Class Search", and "Reset". At the bottom of the page, there is a link labeled "[View Holds]". The footer includes "RELEASE: 6.2" and "powered by @sct".

Look-up Classes to Add:

Listed below are the search criteria available to students to find courses for the selected term. You will notice that there is new 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.



The screenshot shows a web browser window titled "Look-Up Classes to Add JWF - Microsoft Internet Explorer". The address bar displays the URL: https://banner.stthomas.edu/pls/demo/bwskfcls.P_CrseSearch. The form contains the following search criteria:

- Subject:** Business Law (UG & Grad), Catholic Studies (Grad), Catholic Studies (UG)
- Course Number:** [Empty text box]
- Title:** [Empty text box]
- Part of Term:** all, Full Term
- Schedule Type:** all, Block Registration, Continuing Enrollment
- Campus:** all, ACTC / Augsburg, ACTC / Hamline
- Instructor:** all, AnYoung-ok, ArmadaBernardJ.
- Attribute Type:** all, ACTC Course, HECUA Course
- Start Time:** Hour: 00, Minute: 00, am/pm: am
- End Time:** Hour: 00, Minute: 00, am/pm: am
- Days:** Mon Tue Wed Thur Fri Sat Sun

At the bottom of the form is a "Class Search" button. The browser's taskbar at the bottom shows several open applications, including "Inbox - Mi...", "Equivalenc...", "Document...", "Student In...", and "Look-Up ...". The system clock in the bottom right corner shows 3:21 PM.

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:**

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.

University of St. Thomas

Search Go RETURN TO MENU SITE MAP HELP EXIT

Personal Information Alumni Services Student Services & Financial Aid

Look-Up Classes to Add: Fall 2004

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

Sections Found

UG English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	40776	ENGL	110	01	SP	4.00	Intensive Writing	MWF	09:35 am-10:40 am	15	0	15				TBA	09/08-12/17	JRC 227	
<input checked="" type="checkbox"/>	40777	ENGL	110	02	SP	4.00	Intensive Writing	MWF	10:55 am-12:00 pm	15	0	15				TBA	09/08-12/17	JRC 227	
<input type="checkbox"/>	40779	ENGL	110	03	SP	4.00	Intensive Writing	TR	03:25 pm-05:00	15	0	15				TBA	09/08-12/17	JRC 301	

Listed below is an example of a successful registration and errors. The ENGL111 01 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 to the left of the desired course.

The Registration Errors section shows that I cannot register for ENGL110 01 because I do not have an instructor's signature. 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.

Add/Drop Classes: Fall 2004

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.

Current Schedule

Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title	Status
None	40780	ENGL	111	01	Undergraduate	4.00	Standard	Letter	Critical Read/Writing I	**Web Registered** on Mar 05, 2004

Total Credit Hours: 4.00
 Billing Hours: 4.00
 Maximum Hours: 21.00
 Date: Mar 05, 2004 10:02 am

Registration Errors

CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title	Status
40776	ENGL	110	01	Undergraduate	4.00	Standard	Letter	Intensive Writing	Instructor's Signature

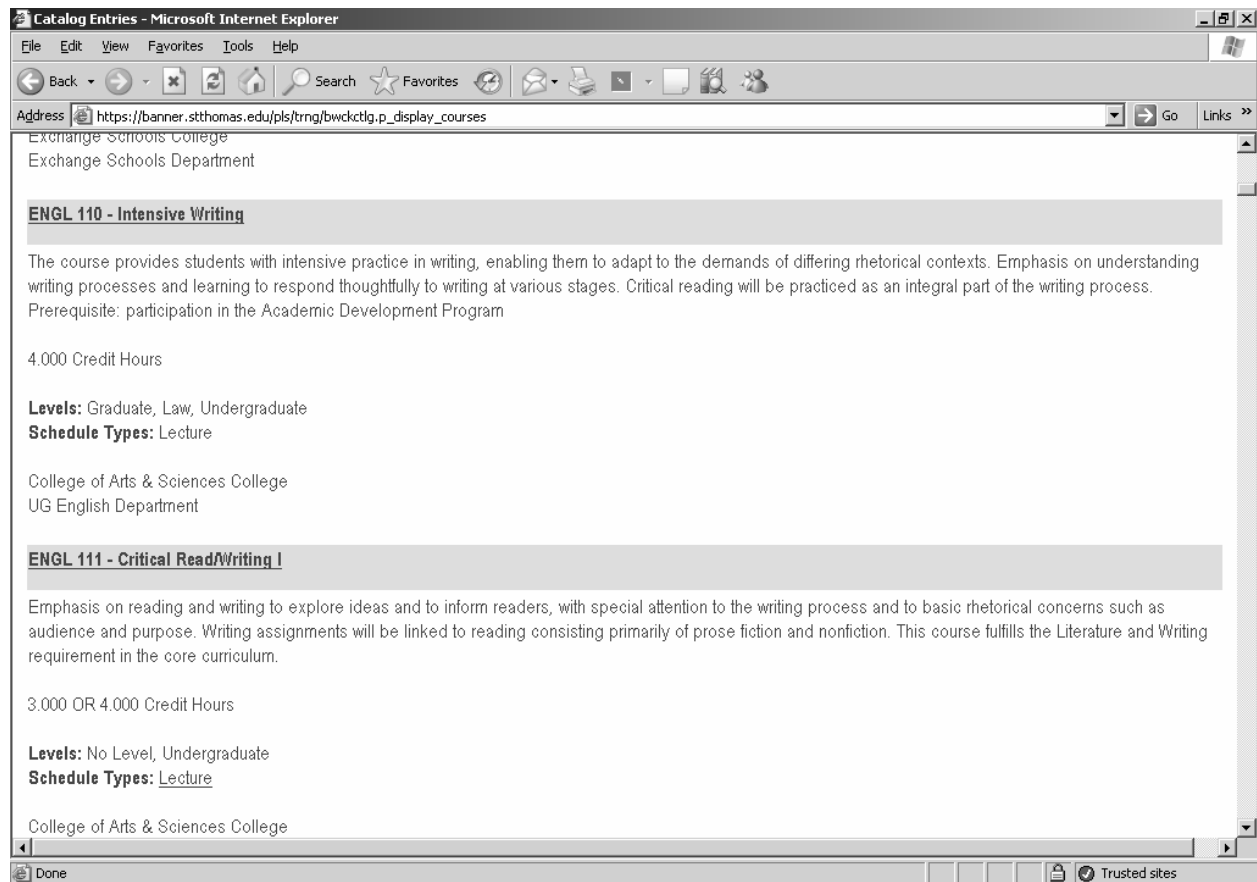
Add Classes

Dynamic Catalog:

Access the Dynamic Catalog from the log in page of Murphy Online, or by clicking on the Student Services link from the main page, and then choosing Student Records and Account information.

Below are examples of the type of information that will be displayed in the Dynamic Catalog.

You will notice that pre-requisites are listed, and if the course meets an undergraduate Core requirement. Other course restrictions that apply will also be listed.



The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying https://banner.stthomas.edu/pls/trng/bwckctlg.p_display_courses. The page content is as follows:

Exchange Schools College
Exchange Schools Department

ENGL 110 - Intensive Writing

The course provides students with intensive practice in writing, enabling them to adapt to the demands of differing rhetorical contexts. Emphasis on understanding writing processes and learning to respond thoughtfully to writing at various stages. Critical reading will be practiced as an integral part of the writing process.
Prerequisite: participation in the Academic Development Program

4.000 Credit Hours

Levels: Graduate, Law, Undergraduate
Schedule Types: Lecture

College of Arts & Sciences College
UG English Department

ENGL 111 - Critical Read/Writing I

Emphasis on reading and writing to explore ideas and to inform readers, with special attention to the writing process and to basic rhetorical concerns such as audience and purpose. Writing assignments will be linked to reading consisting primarily of prose fiction and nonfiction. This course fulfills the Literature and Writing requirement in the core curriculum.

3.000 OR 4.000 Credit Hours

Levels: No Level, Undergraduate
Schedule Types: Lecture

College of Arts & Sciences College

Registration Status:

You will notice the table on this screen shot that lists the beginning dates and times of registration. 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.

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.

The screenshot shows a Microsoft Internet Explorer browser window titled "Check Your Registration Status - Microsoft Internet Explorer". The address bar shows the URL: https://banner.stthomas.edu/pls/demo/bwskrsta.P_RegsStatusDisp. The page content includes:

- University of St. Thomas logo and navigation links: [RETURN TO MENU](#), [SITE MAP](#), [HELP](#), [EXIT](#)
- Search bar with a "Go" button
- Navigation menu: [Personal Information](#), [Alumni Services](#), [Student Services & Financial Aid](#)
- Section: **Check Your Registration Status: Fall 2004**
- Section: **Registration Status information for Sally A. Student**
- Information icon and text: "Displayed below are various items which may affect your registration. Your Time Ticket, Holds, Academic Standing, Student Status, Class, and Curriculum may prevent registration or restrict the courses you will be permitted to select."
- Section: **You may register during the following times**
- Table of registration times:

From	Begin Time To	End Time
Mar 15, 2004 08:00 am		Mar 19, 2004 05:00 pm

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

Your Class for registration purposes is UG Freshman.

The browser's taskbar shows several open windows: Start, Banner 20..., Sent Items..., Banner 20..., Blackboard..., Oracle De..., Check Yo..., and Document... The system clock shows 3:22 PM.

View Holds:

If you have a hold, you will see the type of hold listed and the process affected. In this instance, there is a business office hold that will affect registration. A student must contact the department that put on the hold to have it removed. In this case, the business office.

View Holds - Microsoft Internet Explorer

Address: https://banner.stthomas.edu/pls/demo/bwskoacc.P_ViewHold

University of St. Thomas

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Personal Information Alumni Services Student Services & Financial Aid

View Holds

i These are the holds on your record. If you have a registration hold you will not be allowed to register. If you have a grades hold you will not be able to view your grades. A transcript hold will prevent you from viewing your transcript.

Administrative Holds for Sally A. Student

Hold Type	From Date	To Date	Amount Reason	Originator	Processes Affected
Business Office	Mar 05, 2004	Dec 31, 2099			Registration

RELEASE: 5.6.0.1

powered by @sct

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 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.

PLEASE NOTE: You cannot go into the Murphy System to add courses to a shopping cart prior to your registration date and time.

PIN:

	Student
Banner (This is for your PIN and UST ID)	Call the IRT Tech desk at 651-962-6230. The PIN will be sent via email using UST email address only!