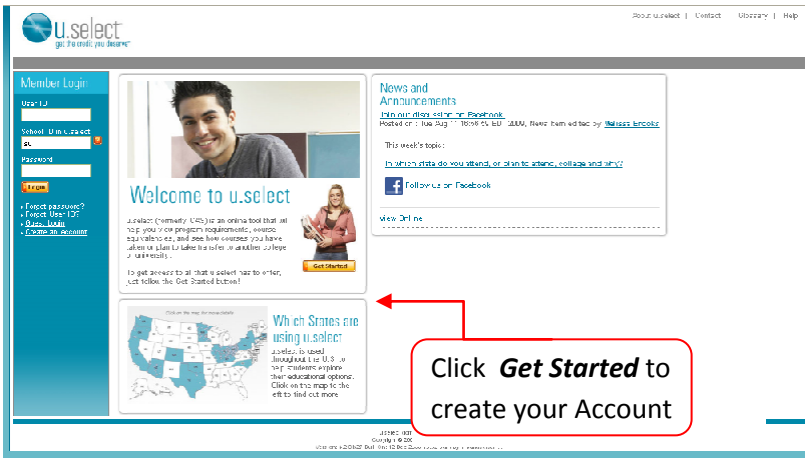


The u.select Home Screen



Create and Account

- Click **Get Started** and then **Register Now!**
- Select Indiana, Indiana State University and **Next**.
- Enter your name, User ID, password, and e-mail, user role and click **Submit**.
- An e-mail will be sent to you to confirm your account.

Be sure to record your User ID, School ID and password for future sessions in u.select.

Making Changes to Your Profile or Password

- Click on **My Profile** in the tool bar at the top of the page.
- Make any desired changes and click **Update**.
- To change your password choose **Change Password** in the left menu
- Fill in the 3 required boxes and click **Change Password**.

Be sure to record any changes you made for future use.

- If you forgot your password, click on **Forgot password?** At the login screen.

Keep your information safe.

Always Remember to Logout of u.select!

Student Accounts

Please advise your students to create their account at Indiana State University (ISU) – you only have access to ISU accounts. Students should register in u.select using their last name and first initial or their user name in the portal if they are already an ISU student.

➤ Instructions for Student

- Click **Get Started** and then **Register Now!**
- Select Indiana, Indiana State University and **Next**.
- Enter your name, User ID, password, and e-mail, user role and click **Submit**.
- An e-mail will be sent to you to confirm your account.

Be sure to record your User ID, School ID and password for future sessions in u.select.

Find Students

Search for students at your school, view a student's course list, see their plans, change the student's password, edit their information or delete the student's account.

➤ Find Student Accounts

1. Enter the User ID, a partial User Name or a partial e-mail for the student.
Note: the minimum authority level, the role the user chose when creating the account, the dates of account creation, the days since last activity, and number of logons can be used to narrow the results.
2. Click **Find** and review the results. The results area allows you to reset Passwords, Edit accounts and Delete accounts.
3. Selecting the user's name will bring up a summary for the student including the user's information, course list, and plans.

➤ Reset Student Passwords

1. Select the **Password** icon to change the user's password and have it e-mailed to the student.

➤ Edit Student Accounts

1. Select the **Edit** icon to edit the user's information.

➤ Delete Student Accounts

1. Select the **Delete** icon and click **Delete**.

Viewing Student Courses and Plans

You may see the courses your students have saved.

- Find your student as before
- Click on their name in the search results.
- Expand the list of courses under Student Courses.

You may also view any plans the student has ran.

- Find your student as before
- Click on their name in the search results.
- To view a plan, click any of the **blue highlighted** links.

Search for Equivalent Courses

View all schools that have equivalencies for a specific course at ISU.

- Under the **Courses** heading select **Equivalencies by Course**.
- Choose the **State** and **School** where the courses will be transferred.
- Input the Department and Course number of the courses you need.
- Choose where the course will be taken.
- Click on **Find**

Creating and Viewing Plans

Creating a plan in u.select will allow you to see how courses will fit into the requirements of an ISU program. This is likely the most useful u.select function for students planning to transfer as you can run an **unofficial** degree audit for planning. The plan lists all requirements for the selected degree and indicates which requirements are met and what remains to be completed. You can use this function to help you select the degree program at ISU that is right for your student!

Your **ISU students** can use it, too, to plan coursework at other institutions such as picking up a course at a local college over the summer

Creating a New Plan

- Under the **Programs** heading select **Create a Plan**.
- For **State** and **School** choose *Indiana* and *Indiana State University*
- Three quick steps will take you to a specific degree at ISU.
Click on the academic area/college.
Select the degree type (e.g. BA, BS, etc.)
Select the program.
- Choose the appropriate catalog year and term – the default is the current year.
- Choose your Plan Type:
 - **Request a Plan** gives you a regular degree audit that displays courses required to meet the program you selected at ISU. The courses you have completed or planned will be evaluated and applied to the degree requirements.
 - **Request a Plan with Equivalencies** provides the same information as above, but includes the addition of **green** text telling you what courses at the selected source institution fulfill outstanding requirements.
- Whether you requested a regular Plan or a Plan with Equivalencies, the screen shows you the details of your request for verification. If the information is correct, click **Submit**.

Keep in mind, all planning guides are run with the most recent curriculum for the major/program you selected. All degree plans will be rerun for the student when accepted at ISU.

Viewing a Plan

- Under the **Programs** select **My Plans**
- Plans are listed.
- Click the **blue highlighted** plan under Program heading.
- The plan will open in a new window.

Find Programs

Search schools that offer a program and review the requirements.

- Under the **Programs** heading select **Browse Programs by School**.
- Select the **State** and **School** of choice.
- Program choices available from the school will be listed.
- Select the academic area/college and program.
- The audit will open in a new window.

Note: This will not pull classes taken into the audit.

Schools

Provides a quick way to find information about a specific school including the location and size.

- Under the **Schools** heading select **Search Schools**.
 - You can then search for a school name or choose the **Advanced** option and find schools based on various criteria you specify.
- Also under the **Schools** heading you can select **School Information Links**. Choose a state and school to view web links to registration, admissions, financial aid and more.

View School's Catalogs

Provides a link to course catalogs of other colleges.

- Under the **Courses** heading select **View School's Catalogs**.
- Select the state for the school you are searching for.
- Click on the **blue highlighted** link of the catalog you want to view.

Important ISU Numbers and Web Sites

Office of Admissions

www.indstate.edu/admission
800-GO-TO-ISU or 800-468-6478

State of Indiana Transfer Site

www.transferin.net

Transfer Central

www.indstate.edu/transfer
888-237-8080 or 812-237-8080

Student Financial Aid

www.indstate.edu/finaid
800-841-4744

Registration and Records

www.indstate.edu/registrar
812-237-2020