

How to add a course:

1) Login to Joe'SS with your Missouri S&T username and password.



User ID:

Password:

2) Click "Self Service."



Menu

Search:

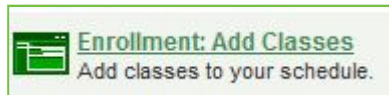
- ▷ My Favorites
- ▷ UM Processes and Reports
- ▷ Self Service
- UM E-Consent

3) Click "Enrollment."



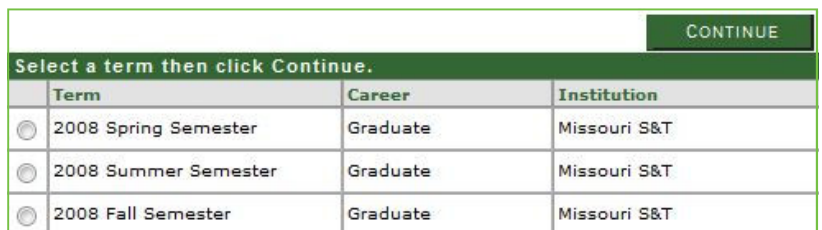
Enrollment
View appointments, plan an
and exam schedules.

4) Click "Enrollment: Add Classes."



Enrollment: Add Classes
Add classes to your schedule.

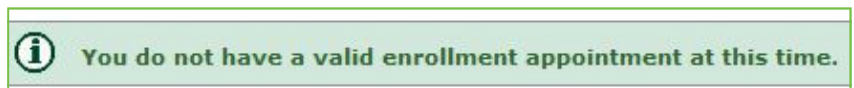
5) Select the appropriate semester and click the continue button.



Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2008 Spring Semester	Graduate	Missouri S&T
<input type="radio"/>	2008 Summer Semester	Graduate	Missouri S&T
<input type="radio"/>	2008 Fall Semester	Graduate	Missouri S&T

If you see this error message, you should speak with your advisor or the registrar.



i You do not have a valid enrollment appointment at this time.

6) Enter the class number for the class you want to take in the text field and click the enter button (you can find the class number in the course catalog).



Search for Classes


----- OR -----

You can also search or browse the course catalog with the dropdown list.

7) Make sure the class listed on the screen is the one you want and click the "next" button.



8) The class has been added to your cart. Click the button labeled "Proceed to Step 2 of 3" to finish registering.



9) Click the "Finish Enrolling" button to complete the process. Once you've clicked the button, you are enrolled in the class!



How to change your address:

1) Login to Joe'SS and click "Self Service" as directed on page 1 of this handout.



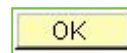
2) Click "Addresses" beneath "Campus Personal Information" on the Self Service screen.



3) Make sure you want to change your address and click the "edit" button.

Address Type	Address	
Permanent	Rolla, MO 65401-8261 Phelps	<input type="button" value="edit"/>
Degree	Rolla, MO 65401-8261 Phelps	

4) Enter the new address you wish to use, and click the "OK" button.

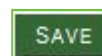


5) Select which type of address you are entering. You may select more than one.

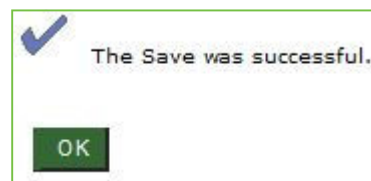
Address Types

Mail
 Business
 Billing
 Permanent *
 Preferred
 Degree
 Local

5) Click the "save" button.



6) Click the "OK" button to finish the process of changing your address. This address will now be used for the function you indicated in step 5).



Joe'SS also gives students the ability to drop and swap classes, check the balance of and make payments to their student accounts, supply emergency contact information, and many other features. To learn more, visit the Registrar's Joe'SS training website at <http://registrar.mst.edu/psinfo/ps89studenttraining.html>.