Self-Service Student Registration Instructions

1. Open an internet window using Chrome. This is the preferred browser for the Self-Service portal.

2. Go to HelixNet and select the SELF-SERVICE app, or go directly to this link (bookmark this page for future use):  https://selfservice.rosalindfranklin.edu/Student/Account/Login

3. Login with your HelixNet login credentials.

4. First be sure your address, emergency contact information, and phone number is updated and confirmed every quarter by clicking your username in the upper right of the top bar and selecting “User Profile and Emergency Information” from the drop-down menu. You will **not be allowed to REGISTER** if this information is not updated or confirmed every 90 days (every quarter), so follow the instructions on those pages. Click on User Profile and scroll to the middle of the page.
5. Under Addresses, click **Confirm** if the address listed is accurate. If you need to add a new address, click + Add New Address. Once confirmed, the blue bar will say **Last Confirmed On:** *Date Confirmed*

6. Scroll down further to where you see Phone Numbers.
   - Under **Phone Numbers**, click **Confirm** if the phone number listed is accurate. If you need to add a new phone number, click + Add New Phone. Once confirmed, the blue bar will say **Last Confirmed On:** *Date Confirmed*
7. After updating or confirming your address and phone number, scroll back to the top and click on Emergency Information.

8. Under Emergency Contacts, click Confirm if the Emergency Contact listed is accurate. If you need to add a new emergency contact, click + Add New Contact. Once confirmed, the yellow bar will turn blue and say Last Confirmed On: Date Confirmed.
9. Click on the Home icon on the top left corner of the page once done.

10. Click on **Student Planning**.

11. Next, click on **Go to Plan & Schedule**

12. This will take you to the **Schedule** page. It will default to the current term. In this example, it is Spring Quarter 2020. Click the right arrow button to go to the correct term if it not showing. On
this page, you will see a red warning stating “Please accept financial terms”. This is a new requirement that must be completed once a year in order to register for classes. Click on financial terms. If you completed this step already in the last year, it will not appear and you can skip to step 16.

13. Login with your HelixNet login credentials. Click Sign in once complete.

14. This will take you to the Terms and Conditions Page. Read through the page by scrolling down the page.
15. Once you have reached the bottom of the page, enter your password from your HelixNet credentials. Click Agree once Complete.
16. You will receive a message stating “Terms and Conditions have been updated successfully! Please close the window”. Click Close.

17. Click on “Click here to return to your previous page”.

18. This will take you back to the Schedule page where you can finalize your registration. You can see which course(s) have been planned and approved by your advisor as indicated by the thumbs up **Approved** and check **Planned** icons. At this point, to complete the registration process, click on the **Register** button. There is also a **Register Now** button on the top right corner, which will allow you to register for multiple planned and approved courses at once.
Congratulations! This completes the registration process. You can confirm you are registered by the **Registered, but not started** if the term has not started. If the term has started, it will say **Registered**.