

## REGISTRATION INFORMATION

Registration for classes is done through myBama. Similar to Blazernet, myBama is a single site for all University business.

Each of you now has a CrimsonMail (crimson.ua.edu) account. If you were previously enrolled at UA, your myBama info will not have changed. Your myBama username is the first part of your crimson mail address:

Ex. **Student:** Brook Hubner  
**CrimsonMail:** [bhubner@crimson.ua.edu](mailto:bhubner@crimson.ua.edu)  
**myBama username:** bhubner

### To sign in to myBama

If you know your CrimsonMail user name and password:

1. Go to <http://mybama.ua.edu>
2. Enter your user name and password
3. Click *Sign In*

If you do not know your CrimsonMail user name and password:

1. Go to <http://mybama.ua.edu>
2. Click [Create your password \(new users\)](#) in the center gray box
3. Enter your last name and your CWID (if known) or your social security number in the CWID box and follow the instructions to gain access to your account.

<b>Last Name:</b>	<input type="text"/>
<b>CWID:</b>	<input type="text"/>
Enter SS# here	<input type="text"/>
	<input type="button" value="Next Page"/>

### Important!

After you log in:

1. Forward your crimson.ua.edu email to an email address you check frequently.
2. Update your local address and cell phone number.
3. Register for class (see page 2)  
(You are now non-degree seeking UA medical students; this gives you access to the student health center, student rec center, athletic tickets etc.)

## Fall 2014 Registration Instructions for 3<sup>rd</sup> Year Medical Students

You are registering for: Clinical Clerkship - **42736 - CHS 701 - 001**

Go to <http://mybama.ua.edu>

Log into the site using your username and password. The username is the first part of your email address. For example, in [Smith001@crimson.ua.edu](mailto:Smith001@crimson.ua.edu) Smith001 is the myBama username.

1. Click on the **Academics** tab.
2. In the **Banner Self-Services** box (upper left hand corner), click the *Student Services* folder.
3. Click **Registration** You are registering for FALL 2014
4. Click **add or drop classes**
5. Update your contact information as needed. Be sure your UA email is forwarded to one you check frequently and that your local address and cell number are correct.
6. On the **add classes** worksheet:

In the first block type: **42736** (this is the CRN-call reference number for the course)

Check the box, and click **submit changes** at the bottom of the page.

To view your schedule, click on **Week at a Glance** in the Registration menu. This calendar reflects the UA semester schedule so it will not be reflective of the clerkship calendar.

### Payment/Confirmation Policies & Deadlines

You will be notified via myBama e-mail to access your student account to see each billing period's activity and begin paying/confirming for that period. **No paper bills will be mailed.** Any outstanding fees must be paid before your enrollment will be confirmed for the subsequent semester.

**You can access your account summary by term by logging into myBama.**

**Semester charges/activity will be available at myBama beginning Monday, July 21, 2014. You must confirm registration and pay tuition and fees by Friday, August 8, 2014.**

If you have questions or problems registering please contact Brook Hubner: [bhubner@cchs.ua.edu](mailto:bhubner@cchs.ua.edu) or (205) 348-1384.