

How to register online for courses in Self Service (IQWeb)

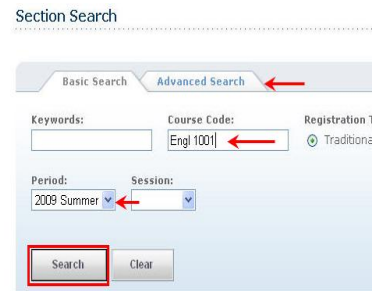
IQWeb is now called Self Service

5/13/10

1. Go to <http://my.lsua.edu>
2. Enter your username and password and click Login to go to your My.LSUA page
3. In My.LSUA page look for My Accounts section in the left menu
4. Click IQWeb/Self Service link
5. Scroll down the splash page and click on **Continue to IQ Web (self Service) button** at the bottom of the page. You will be automatically logged into Self Service (IQWeb)



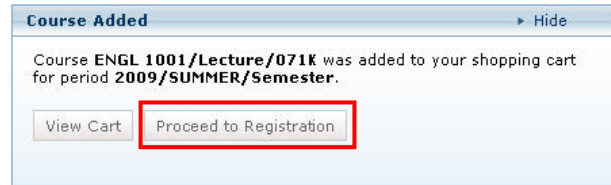
Note: All tasks are arranged in Tabs and sub tabs/ links below them.



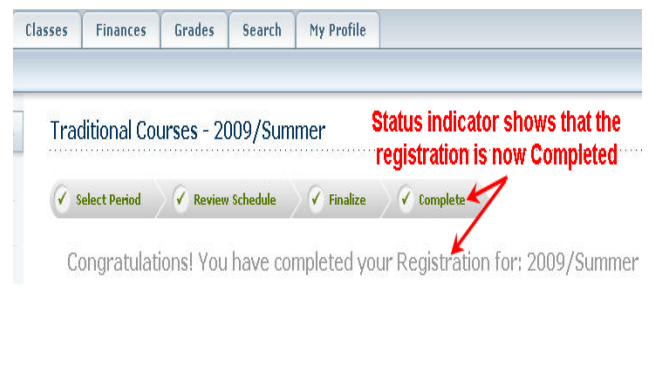
6. Click on **Register tab** and then click on **Traditional Courses sub tab /link**.
7. Select the **period/semester** and use **Section Search** link to search for courses
8. Enter your Course Number and Click on **Search button**

Showing 1 - 3 of 3

Course	Date	Session	Instructors	Available Seats	
English Composition ENGL 1001/Lecture/001X	6/1/09 - 7/23/09	2009 Summer Semester	Dr. Alice Blackwell	18 of 24	Add
English Composition ENGL 1001/Lecture/002X	6/1/09 - 7/23/09	2009 Summer Semester	Dr. Arthur L Rankin	21 of 24	Add



9. Click on **Add button** to the right side of the course you want to add to the shopping cart.
10. Repeat the above steps (8 & 9) to add all your courses (use **search tab** or **Search Section** link in the page to search for another course).
11. A course added to Cart does not mean you registered for the courses, you still have to Finalize & Complete your courses by clicking **Proceed to Registration** button, click **Next button** on the next screen and finally click **Finish button**.



12. Print your schedule by using print icon in the browser or go to File in the main menu and click print.

Note: Online Registration is open only on certain dates/period. Check the academic calendar for online registration dates.

