1) Go to the School Portal at [http://go.artic.edu](http://go.artic.edu) and login using your Email/Portal Login and Password.
Accessing AIC/SAIC PeopleSoft Self-Service

2) Inside the Portal, click on the **Tools** Tab and then click on the "Enter PeopleSoft Self-Service" image.
Accessing AIC/SAIC PeopleSoft Self-Service

3) Login into Self Service Using Your Email/Portal Username and the same Password.
4) Click on the "Student" icon to see your self service student experience management tools.
Accessing AIC/SAIC PeopleSoft Self-Service

5) Be sure to check to see if you have any holds that could prevent you from enrolling by clicking on the "Holds" link.
6) Hold Items that indicate "All Enrollment Services" or "Registration w/Permission Only" will restrict you from enrolling. For more detail, click on the "Hold Item" name link.
Accessing AIC/SAIC PeopleSoft Self-Service

7) The detail will provide whom to contact to resolve the issue. Click on the "Return to Holds Summary" to return to previous page.
Accessing AIC/SAIC PeopleSoft Self-Service

8) Click on the "Return to Personal Portfolio" to return to the student management tools main page.
9) You can view your Class Schedule, Grades, and Enroll for Classes. Click on the "Academics" link.
10) To see when you can begin enrolling, click on the "View Enrollment Appointment" link.
11) Click on the term for which you want to see your "Enrollment Appointment" (for example, "Spring 2006").
12) The "Start Date/Time" is when you will be able to begin enrolling for that term.
Accessing AIC/SAIC PeopleSoft Self-Service

13) Click on "Return to Academics" to return to the main "Academics" page.
14) Click on the "Enroll in a Class" link to begin the online enrolling process.
Accessing AIC/SAIC PeopleSoft Self-Service

15) Click on the name of the term for which you want to begin enrolling online (for example, "Spring 2006").
Accessing AIC/SAIC PeopleSoft Self-Service

16) If you receive the following Page with the message that "Your enrollment appointment has not yet begun," click on the "Select a Different Term" link and try again until your appointment begins. You can check your enrollment appointment by clicking on the "View Enrollment Appointment" on the main Academics page.
Accessing AIC/SAIC PeopleSoft Self-Service

17) If your appointment has begun, you will be taken to a page with your current class schedule for the term (if this is your first time adding classes for the term, your class schedule will be empty). To add classes, click on "Add Classes." To drop classes or change the credits for a class, click on "Drop/Update Classes." To swap classes, click on "Swap Classes."
Accessing AIC/SAIC PeopleSoft Self-Service

18) To add a class, enter the "Reg Code/Class Nbr" and then click the "Submit" button. You can submit more than one class at a time. If there is an error, you will not be enrolled. Click on the "Errors" link under "Add Status" to see why you were not enrolled. If you were enrolled for the class, the "Add Status" will indicate "Success."
19) To drop a class, select the action "Drop" for the class you want to drop and click on the "Submit" button.
Accessing AIC/SAIC PeopleSoft Self-Service

20) To swap a class for which you want to swap classes and add the "Reg Code/Class Nbr" for the new class. Click on the "Submit" button. If you are unable to get into the new class, you will NOT be dropped from the other class.
Accessing AIC/SAIC PeopleSoft Self-Service

21) To see your updated class schedule, click on the "View My Schedule" link.
Accessing AIC/SAIC PeopleSoft Self-Service

22) You can print your schedule from "File" and "Print" from your browser (you can use the "Printer Friendly Page.").
Accessing AIC/SAIC PeopleSoft Self-Service

23) PROTECT YOUR DATA: WHEN YOU ARE FINISHED, BE SURE TO CLICK ON THE "Sign Out" Link.