MyYU SELF-SERVICE GUIDE FOR STUDENTS

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Questions or need help? Email sgregistrar@einstein.yu.edu
1. Go to http://yu.edu/myyu
2. Click “Faculty, Students and Staff”
3. Enter your User ID & PIN
4. Click “Login”

To protect your privacy, please Exit and close your browser when you are finished.

Please note that the system may lock your account if you try to log in with an incorrect password too many times.

**USER ID and PIN**

- User ID is your Banner ID #
- PIN - Personal Identification Number
  a. If this is the first time logging on: click on the “RESET MY PIN” link on the BANNER Web login page. You must provide your YU ID (Banner ID) and your valid Einstein email address. Other email addresses cannot be used for this purpose. New PIN will be sent to your Einstein email address. Note, you will be prompted to change your PIN.
  b. If you have previously logged on: Whatever pin you chose your first time logging on.
  c. If you have forgotten your PIN or your access was disabled, you can click on the “RESET MY PIN” link on the BANNER Web login page. You must provide your YU ID (Banner ID) and your valid Einstein email address. Other email addresses cannot be used for this purpose. New PIN will be sent to your Einstein email address. Note, you will be prompted to change your PIN.
IMPORTANT REMINDERS

- Every PhD and MD/PhD student must register online, using BannerWeb, during the designated registration periods as indicated on the Graduate Division Academic Calendar.
- Each year, the designated registration periods are published on the Academic Calendar.
- The Academic Calendar is available online at http://einstein.yu.edu/education/phd/current-students/calendar.aspx
- Declared students must register for Thesis Research each fall, spring and summer semester.
- Each student is responsible for the completeness and accuracy of his/her registration. Failure to comply with department, school, and university regulations may jeopardize your student status in the program.

- **Add/Drop Period:** *The add/drop period for each course block is published on the Academic Calendar.*
  - To add a course to your schedule during the add/drop period, follow the instructions in steps 1-10 below.
  - To drop a course, follow steps 1-10 below (see section on Dropping Courses [all Blocks]) then use drop down bar, under action column, to search for “Web Drop” option. Click “Web Drop” for appropriate course(s). Click “Submit Changes”. Errors, if any, will be displayed at the bottom of the page.

Courses dropped during the add/drop period will not appear on your graduate transcript.

- **Official Course Withdrawal Period** (grade “W” will appear on transcript) *The course withdrawal period for each course block is published on the Academic Calendar.* Official withdrawal from a course requires the completion and formal notification to the Course Leader, your Advisor and the Registrar and cannot be done thru BannerWeb. Withdrawal forms can be obtained from the Graduate Office.

A withdrawn course is reflected on your academic transcript with a grade of “W.”
BLOCKS I, II, III AND FULL-TIME THESIS RESEARCH

Registration details including course listings and a step-by-step guide are available online at:
http://www.einstein.yu.edu/education/phd/current-students/registration.aspx

SUMMER SEMESTER FULL-TIME THESIS RESEARCH

Registration details including course listings and a step-by-step guide are available online at:
http://www.einstein.yu.edu/education/phd/current-students/registration.aspx
1. Go to http://yu.edu/myyu
2. Click “Faculty, Students and Staff”
3. Enter your User ID and PIN
4. Click “Login”
5. Click “Student” located on top bar
6. Click “Select Term” to select the appropriate term (e.g. Summer 2014)
7. Click “Print Friendly Student Schedule”
DROPPING COURSES (All Blocks)

1. Go to http://yu.edu/myyu
2. Click “Faculty, Students and Staff”
3. Enter your User ID & PIN
4. Click “Login”
5. Click “Student” located on top bar
6. Click “Registration”
7. Click “Add or Drop Classes”
8. Click “Submit” for the appropriate Term (e.g. Summer 2014)
9. Click the drop down box under ‘Action’ and select ‘Web Drop’
   **Note**: You cannot drop your last class
10. Click “Submit Changes”

Current Schedule

<table>
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<tr>
<th>CRNs</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec Level</th>
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<td>9006</td>
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<td>6.000</td>
<td>Research/Rotation Thesis Research</td>
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Add Classes Worksheet

Submit Changes | Class Search | Reset |
An Enrollment Verification Certificate is an official document provided by the Registrar verifying dates of attendance at the institution and enrollment status by term. An official Enrollment Verification Certificate can be obtained from the National Student Clearinghouse at any time, free-of-charge, using the following instructions:

1. Go to www.yu.edu/myyu
2. Click on “Faculty, Students and Staff”
3. Log in to your MYYU account using your User ID (Banner ID) (9-digit number starting with either ‘800’ or ‘999’)
4. Once logged in, click on “Student” located on top bar
5. Click on “Clearinghouse Services”
6. Click on “Click here to connect to the Clearinghouse”  
   This will open a new browser window. (Your computer’s pop-up blocker may need to be disabled)
7. Select the type of enrollment verification certificate you require. There are two types of Enrollment Verification Certificates:
   - **Current Enrollment** – This type of certificate only verifies the semester in which you are currently enrolled at the institution.
   - **All Enrollment** – This type of certificate verifies all the semesters you were enrolled at the institution, including the current semester.
8. After selecting the type of Enrollment Verification Certificate, click on “Obtain an enrollment certificate.” A new browser window will open with your Enrollment Verification Certificate which can be printed.
9. If you are forwarding your Enrollment Verification Certificate to a third party, be sure to print the policy number, account number, or any other identifying information located in the top right hand corner of each page of the certificate.
GRADUATE TRANSCRIPT REQUEST

RETRIEVING AN UNOFFICIAL TRANSCRIPT

1. Go to http://yu.edu/myyu
2. Click “Faculty, Students and Staff”
3. Enter your User ID and PIN (explained above)
4. Click “Login”
5. Click “Student” located on top bar
6. Click “Student Records”
7. Click “Academic Transcript”
8. Click the drop down box under Transcript Level and select “Sue Golding Graduate Division”
   Note: Students in dual programs can select “All Levels” to view all available academic history
9. Click “Submit”

REQUESTING AN OFFICIAL TRANSCRIPT

1. Go to http://www.einstein.yu.edu/education/phd/
2. Under “Quick Links” click “Graduate Division Forms”
3. Scroll down and click “Transcript Request Form”
4. Complete the request form and follow instructions on form on how to submit the request.
UNDERSTANDING ADDRESS TYPES

1. **EA – Einstein Address**
   a. Campus address or local address from which student commutes to and from school. This address is used by the Graduate Division to send official communications to students.

2. **W2 - W2/Payroll Address**
   a. This address is used by Human Resources and Payroll to send official communications to student, including paychecks and W2.

3. **PR – Permanent Home Address**
   a. This address is the permanent address separate from the Einstein Address. Note: the PR address can also be the same address as the EA address if applicable.

4. **Other Address Types**
   a. There may be additional address types available to add/update in MyYU Self-service. The Graduate Division does not recommend adding additional address types beyond EA, W2 and PR.

5. **Phone Numbers**
   a. Under each Address type, student can add a phone number. There are multiple phone types available to choose from; Cell Phone and Home numbers are preferred.
UPDATING ADDRESSES and PHONE NUMBERS

1. Go to http://yu.edu/myyu
2. Click “Faculty, Students and Staff”
3. Enter your User ID & PIN (explained above)
4. Click “Login”
5. Click “Personal Information” located on top bar
6. Click “Update Address and Phones”
7. Existing Addresses can be changed/deleted by clicking “Current” link in front of each address. Existing Phone Numbers can be changed/deleted by clicking “Primary” link in front of each phone number
8. Click the drop down box under Types of Address to Insert and select address type to insert
9. Click ”Submit”
10. Complete required information
11. Click “Submit”
EMERGENCY CONTACT INFORMATION

1. Go to [http://yu.edu/myyu](http://yu.edu/myyu)
2. Click “Faculty, Students and Staff”
3. Enter your User ID & PIN (explained above)
4. Click “Login”
5. Click “Personal Information” located on top bar
6. Click “Update Emergency Contacts”
7. Click “New Contact”

8. Complete required information
9. Click “Submit Changes”