Registration Using myUK

myUK Home Page

Access the myUK login page at **https://myuk.uky.edu**. Log on to the myUK portal using your Linkblue user ID and password.

If you need assistance with your User ID or password or if you have not created an account, follow the instructions at the Information Technology Customer Service Center Site: **www.uky.edu/ukit/help**. You may also e-mail the Help Desk at: **helpdesk@uky.edu** or call at (859) 218-4357. If you do not have a Linkblue account, please note that it may take up to 24 hours to create.
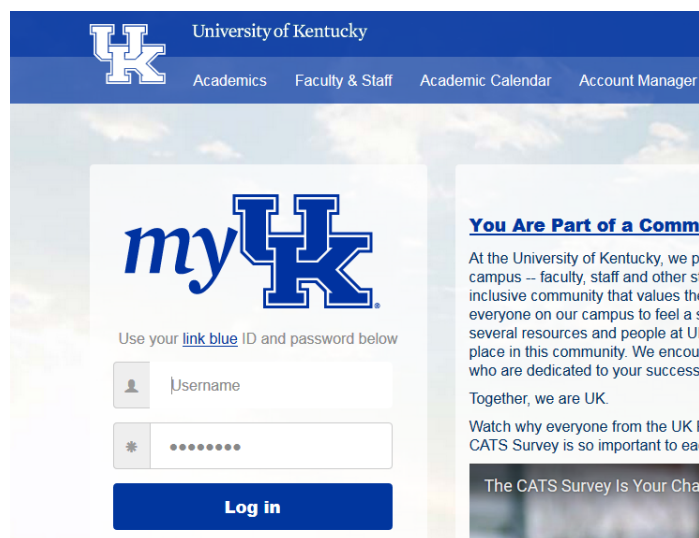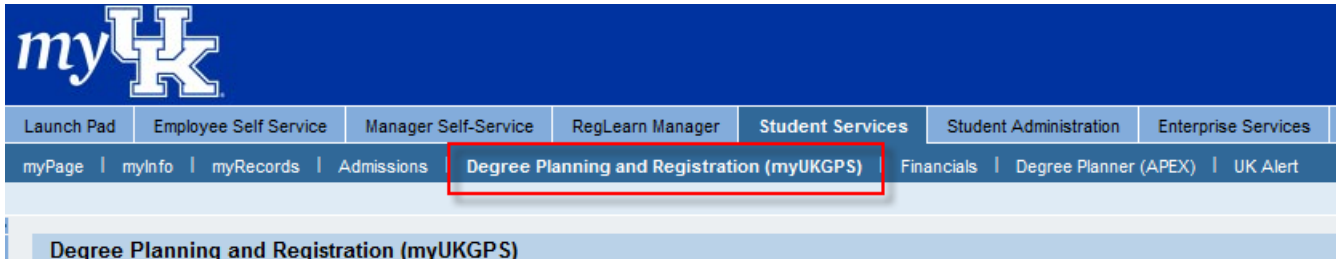

Student Services Tab

From the **Home Page**, click on the **Student Services** tab.
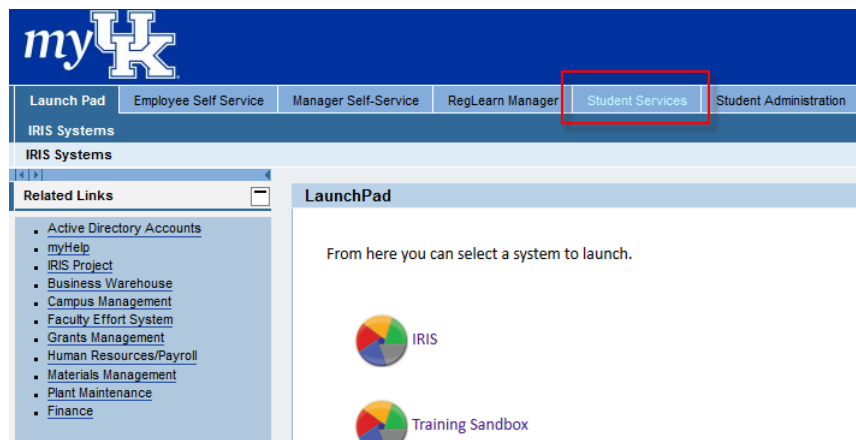
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Plan and Register

From the **Student Services** page, click on **Degree Planning and Registration (myUKGPS)**. This will take you to the **Home Screen**.

Home Screen

The Home Screen shows messages for open registration windows, an overview of the registered classes, the name of your academic advisor and contact information, links to helpful resources, and quick links to the help desk and the Registrar's Office contacts. It is a summary view of important information you may need during registration.
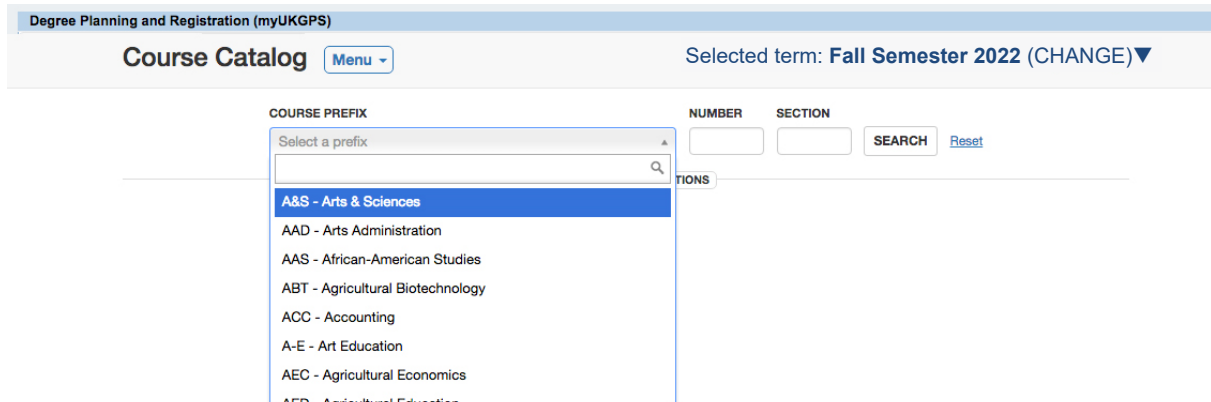
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Access the Course Catalog

The Course Catalog is under the menu option of the Home Screen.
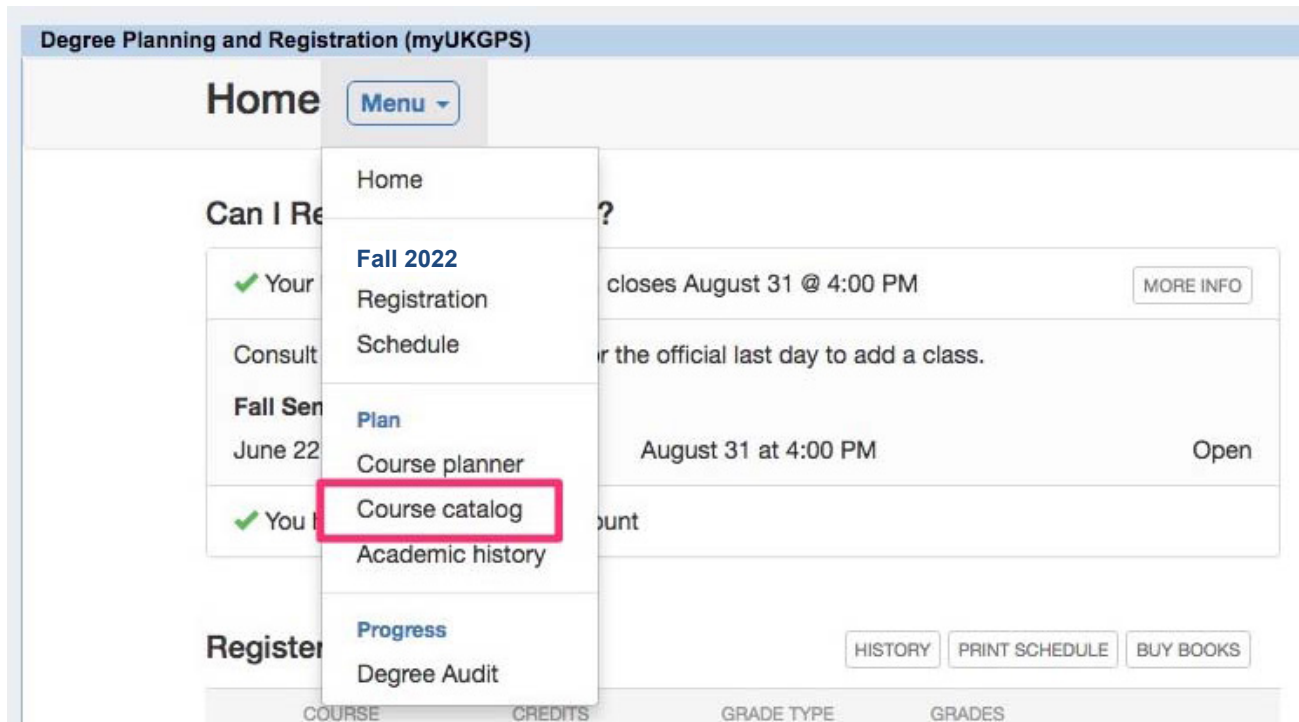
Search the Course Catalog

You can start searching for a course in the course prefix box by typing in the prefix letters. The application will suggest courses containing those letters.

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Search Results

The search results are grouped by the course with sections listed below, so you can view different sections of the same course together.

Plan and Register

You can plan or register for course sections from the course catalog search results. Planning a course section will save it to your planned courses section but does not register it. The **PLAN** feature is available as soon as the term catalog is available, giving students the opportunity to plan their schedule before their registration window. The **REGISTER** option is only available when the student's registration window is open.

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Pick a Section

By selecting a specific section, you can review in a calendar format how it will fit with your current schedule. You can also check the current availability of the course.

Course Planner

The Course Planner provides an overview of any advisor recommendations, your planned courses, and your registered courses.

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Registration and Saved Courses

The Saved Courses section gives students a place to plan their term schedules before registering. By saving course sections to the saved courses area, you can see if there are time conflicts, do pre-registration checks to see if there are any issues like unmet pre-requisites, and view the schedule in a calendar view to help with time management.

Advisor Recommendations

The Advisor Recommendations tab allows students to review the courses that have been recommended by their academic advisor and then move those to their saved courses.

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Schedule

The Schedule screen displays the registered classes, along with a calendar view at the bottom. This is a summary page of your schedule at a glance. Those **registered** courses are shown in color and any **planned** courses will show in black.

Edit Registered Courses

To drop a course or change the grade type, click the Edit icon at the far right of the Schedule screen.

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Drop/Grade Option

To drop a course, click the **DROP COURSE** button at the top right. To change the grade type, use the **Change grade type** box at the top left. The deadlines to drop and change a grade type are displayed at the bottom of the screen.