

## Bloomsburg University – Term Registration Instructions

You have been assigned the following "To Do" requirement **Registration (Semester/Year)**, which will allow you to confirm your enrollment. Please log in to your MyHusky account, navigate to the Student Services Center and complete this requirement prior to the start of classes.

**You MUST complete this requirement to confirm your enrollment.** Failure to do so may result in financial penalty, loss of class schedule and withholding of financial aid.

To begin this process, click on the link under your **To Do List**.

The screenshot shows the MyHusky Student Center interface. On the left, there are tabs for Academics, Finances, and Personal Information. The Academics tab is active, showing a 'This Week's Schedule' table with classes like ECONOMIC 256-01 and POLISCI 181-99. On the right sidebar, under the 'To Do List' section, the link 'Registration - Spring 2019' is highlighted with a red box. A red arrow points from this link to a text box on the right.

Click on Registration–Semester/Year in your To Do List

The **Instructions** task screen will be displayed. Please **read** and click the **Mark as Read** button.

The screenshot shows the 'Registration-Semester/Year' task screen. On the left, there is a 'Task Details' sidebar with a list of instructions. The main content area contains text explaining the registration process and a list of instructions for local address entry. In the top right corner, there is a 'Mark As Read' button highlighted with a red box. A red arrow points from this button to a text box on the right.

Please read Instructions and click Mark As Read in the upper right corner.

The Instructions task will be completed and noted on the Task Progress bar. This will enable the **Next** button so that you can move forward to the next task. The **Commitment to Attend** task screen will be displayed.

The screenshot shows the 'MyHusky' interface for 'Commitment to Attend'. On the left, a 'Task Details' sidebar lists tasks: Instructions (completed), Commitment to Attend (active), and Financial Terms and Conditions (pending). The main content area displays a registration agreement. Below the agreement, there are 'Accept' and 'Save' buttons. Red annotations include: a '1st' label with an arrow pointing to the 'Accept' button, a '2nd' label with an arrow pointing to the 'Save' button, and a text box stating 'First accept then save in order to move to the next step'. At the top right, navigation buttons 'Previous', 'Next', and 'Exit' are visible.

Please **read**, check the **Accept** box and click **Save**.

This screenshot shows the same 'Commitment to Attend' screen, but with the 'Accept' checkbox checked and the 'Save' button highlighted. A red arrow points from the 'Save' button to the 'Next' button in the top right navigation bar. A text box at the bottom states: 'After doing those two steps you can click Next at the top or Financial Terms'. The 'Financial Terms and Conditions' task in the sidebar is also highlighted with a red box.

The **Commitment to Attend** task will be completed and noted on the Task Progress bar. This will enable the **Next** button so that you can move forward to the next task. The **Financial Terms and Conditions** task screen will be displayed.

The screenshot shows the 'MyHusky' interface for Bloomsburg University of Pennsylvania. On the left, the 'Student Task WorkCenter' sidebar lists tasks: Instructions, Commitment to Attend, Financial Terms and Conditions (highlighted), Local Address Entry - Off Campus Students Only, Phone Numbers, Emergency Contacts, Personal Email Address (Required), Drug-Free Schools & Campuses, and Complete Registration. The 'Task Progress' bar shows 3 out of 9 tasks completed. The main content area is titled 'Registration-Semester/Year' and 'Financial Terms and Conditions'. It contains a scrollable agreement text and a 'Date' field set to 01/07/2019. At the bottom left of the agreement, there is an 'Accept' checkbox (checked) and a 'Save' button. A red box with the text 'Repeat first by selecting Accept first then save' has arrows pointing to the 'Accept' checkbox and the 'Save' button. Another red box with '1st' is placed above the 'Accept' checkbox. Navigation buttons at the top right include '<Previous', 'Next>', and 'Exit'. A 'Sign out' link is in the top right corner. A 'Saved' button is located below the 'Next' button.

Please **read**, check the **Accept** box and click **Save**. After saving, click **Next** to move to the next step.

This screenshot shows the same 'MyHusky' interface as the previous one, but after the 'Accept' and 'Save' actions. The 'Accept' checkbox is now checked, and the 'Save' button is visible. A red arrow points from the 'Next' button in the top right navigation bar to a red box containing the text 'After Saving click Next to move to the next step'. The 'Saved' button is still present below the 'Next' button. The 'Task Progress' bar in the sidebar now shows 4 out of 9 tasks completed. The 'Financial Terms and Conditions' task is now marked as completed in the sidebar.

The **Off Campus (Local) Address Entry** task screen will be displayed. If no changes are required OR you are a resident student living on campus, click the **Mark as Complete** button.

If you are living off campus, please provide the local address where you will be staying for the term. Click **OK** to continue to the address verification screen.

MyHusky  
Bloomsburg University of Pennsylvania

Student Task WorkCenter

Task Details

Student ID: \_\_\_\_\_

Task Progress: 0 to 9

- Instructions
- Commitment to Attend
- Financial Terms and Conditions
- Local Address Entry - Off Campus Students Only**
- Phone Numbers
- Emergency Contacts
- Personal Email Address (Required)
- Drug-Free Schools & Campuses
- Complete Registration

Registration—Semester/Year

Addresses

View, add, change or delete an address. [Instructions to change HOME \(Permanent\) address](#)

A Local (off-campus or commuter) OR Campus address must be on file in addition to Home address.

Address Type	Address		
Home			
Local	123 Anywhere Street Bloomsburg, PA 17815		
ISIR			

Add a new address

Click to add a local address.

The **Phone Numbers** task screen will be displayed. If no changes are required click the **Mark as Complete** button. If you would like to add/update a cell phone number, please enter the information and click **Save**. A save confirmation screen will be displayed. Click **OK** to continue.

MyHusky  
Bloomsburg University of Pennsylvania

Student Task WorkCenter

Task Details

Student ID: \_\_\_\_\_

Task Progress: 0 to 9

- Instructions
- Commitment to Attend
- Financial Terms and Conditions
- Local Address Entry - Off Campus Students Only
- Phone Numbers**
- Emergency Contacts
- Personal Email Address (Required)
- Drug-Free Schools & Campuses
- Complete Registration

Registration—Semester/Year

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

Phone Type	*Telephone	Ext	Country	Preferred	
Mobile				<input checked="" type="checkbox"/>	
Home				<input type="checkbox"/>	

Add a Phone Number

Save

\* Required Field

1st

2nd

3rd

If the numbers listed still work hit save then Mark as Complete. Then hit Next.



The **Emergency Contacts** task screen will be displayed. It is very important to keep this information up to date! If no changes are required click the **Mark as Complete** button.

MyHusky  
Bloomsburg University of Pennsylvania

Registration–Semester/Year

Student Task WorkCenter

Task Details

Student ID:

Task Progress

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input checked="" type="checkbox"/>		Parent					

Add an Emergency Contact

Save

Navigation buttons: Previous, Next, Mark As Complete, Exit

1st

2nd

If the information is correct hit Mark As Complete first then Next

The **Personal Email Address** task screen will be displayed. If you would like to add/update your personal email address, please enter the information and click **Save**. A save confirmation screen will be displayed. Click OK to continue. If no changes are required click the **Mark as Complete** button.

MyHusky  
Bloomsburg University of Pennsylvania

Registration–Semester/Year

Student Task WorkCenter

Task Details

Student ID:

Task Progress

Personal Email Address (Required)

Enter your email address below. If you have a CAMPUS email, it must be the preferred email type.

*Email Type	*Email Address	Preferred	
Campus		<input checked="" type="checkbox"/>	
Personal		<input type="checkbox"/>	

Add an Email Address

Save

\* Required Field

Navigation buttons: Previous, Next, Mark As Complete, Exit

Once at this point hit Mark As Complete

MyHusky  
Bloomsburg University of Pennsylvania

Registration–Semester/Year

Student Task WorkCenter

Task Details

Student ID:

Task Progress

Personal Email Address (Required)

Enter your email address below. If you have a CAMPUS email, it must be the preferred email type.

*Email Type	*Email Address	Preferred	
Campus		<input checked="" type="checkbox"/>	
Personal		<input type="checkbox"/>	

Add an Email Address

Save

\* Required Field

Navigation buttons: Previous, Next, Mark As Complete, Exit

After selecting Mark as Complete hit Next.

The **Drug-Free Schools and Campuses** task screen will be displayed. Select **Accept** and **Save** to confirm. To continue click on **Next**.

MyHusky  
Bloomsburg University of Pennsylvania

Registration—Semester/Year

Drug-Free Schools and Campuses

Please review the agreement below. When done, select **Accept** and **Save** to confirm.

Bloomsburg University of Pennsylvania  
Drug-Free Schools and Campuses Regulations [Edgar Part 86] Biennial Review  
Annual Notification  
Academic Years 2018-2019

This serves as the annual notification to each employee, and to each student who is taking one or more classes of any kind for academic credit except for continuing education units regardless of the length of the student's program of study.

The document below summarizes Bloomsburg University of Pennsylvania's implementation of policies, resources and prevention efforts pertaining to alcohol and other drugs for students, faculty and staff. As part of the Drug-Free Schools and Campuses Regulations [Edgar Part 86], students and employees are to be notified of the following items:

- Standards of conduct that clearly prohibit, at minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the property as part of any of its activities. This information can be found in the [Student Code of Conduct and Judicial Process](#) and the Human Resources [Drug and Alcohol-Free Workplace Policy](#).
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol. State and local laws pertaining to alcohol and other drugs can be found under [Title 18](#).
- A description of the health risks associated with the use of [illicit drugs](#) and the [abuse of alcohol](#).
- A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry program that are available to [employees](#) or [students](#).
- A clear statement that the institution will impose disciplinary sanctions on students and employees, which is consistent with state and federal laws, and a description of those sanctions, up to and

☒ Accept

2nd

For this part you must Check the Accept box then hit Next.

1st

The **Complete Registration** task screen will be displayed. Please click the **Finish** button to complete your registration. You will be notified by email that your registration has been confirmed. The **Registration (Semester/Year)**— will be removed from your To Do List.

MyHusky  
Bloomsburg University of Pennsylvania

Registration—Semester/Year

Complete Registration

**Important!**

A local address **IS** required if you are living off campus for this term. If you have not already provided during the previous term, please provide this information under the **Local Address Entry** task.

A personal email address **IS** required. If you have not done so, please provide this information under the **Personal Email Address** task.

Please review to make sure that you have completed all of the registration tasks. If so, click **Finish** to return to the Student Center.

Finish

Final Step is to select finish and you are done.

## Additional information:

Use the Previous/Next buttons to review completed tasks.

MyHusky  
Bloomsburg University of Pennsylvania

Student Task WorkCenter

Registration-Semester/Year

«Previous Next» Mark As Complete Exit

Use the Navigation Bar to move between tasks.

Addresses

View, add, change or delete an address. [Instructions to change HOME \(Permanent\) address](#)

A Local (off-campus or commuter) OR Campus address must be on file in addition to Home address.

Address Type	Address
Home	
Local	123 Anywhere Street Bloomsburg, PA 17815
ISIR	

Add a new address

You can Exit a task at any time, however, you must complete all tasks to be considered as registered for the term!

MyHusky  
Bloomsburg University of Pennsylvania

Student Task WorkCenter

Registration-Semester/Year

«Previous Next» Mark As Complete Exit

You can Exit a step and come back at a later time to finish, however, you MUST complete ALL tasks to be considered as registered for the term.

Addresses

View, add, change or delete an address. [Instructions to change HOME \(Permanent\) address](#)

A Local (off-campus or commuter) OR Campus address must be on file in addition to Home address.

Address Type	Address
Home	
Local	123 Anywhere Street Bloomsburg, PA 17815
ISIR	

Add a new address

If you **Exit** before completing, the following warning message will be displayed.

