

Zagweb Registration

<http://zagweb.gonzaga.edu>

1. Click on *Enter Secure Area*.
2. Enter your ID number and PIN. Your User ID is your number on your ID card or your social security number, either one will work. Your PIN does not change. If you don't remember your PIN, simply enter your User ID then click on 'Forgot PIN' and you will be asked the security question you entered previously. Your answer is case sensitive. If you enter the wrong PIN three times, your account will be disabled and you will need to call during regular business hours to have it reset.
3. Click on *Student & Financial Aid*.
4. Click on *Registration*, next *Registration including Drop/Add Classes*. **Select Summer 2010. If you select the incorrect summer session Zagweb will not recognize your CRNs.** Scroll down to the lower portion and enter CRNs from the email in the worksheet blocks.
5. The CRNs for you cohort are on the attached list. If you wish to register for an Independent Study, see your advisor. Enter CRNs.
7. After courses are entered to add, click on the *Submit Changes* button.
8. If you have printer capabilities, a schedule may be printed by selecting *Student Schedule by Day & Time*, or *Student Detail Schedule*.
10. Please use zagweb feedback on the Registration menu and tell us how it worked.
11. When you are done with a Zagweb session, be sure to click on the Exit button in the upper right hand corner of your screen to ensure that any confidential information is cleared from your cache, then exit the browser normally. Using the Back button or the Menu option will not clear your cache.