ONLINE REGISTRATION INSTRUCTIONS

Step 1: From the AMSC Web Page [www.atlm.edu](http://www.atlm.edu) click on STUDENT PORTAL

Step 2: Enter your AMSC and PIN - *First Initial* first name (CAPS) + *First Initial* last name (lowercase) + MMDDYYYY Birthdate. click LOGIN

- If you are unable to log onto the Student Portal, your PIN may be disabled or you are not an active student for the semester.
- If you key in the PIN incorrectly three consecutive times, your PIN will be disabled and you must contact the Registrar's Office.

Step 3: Click STUDENT SERVICES AND FINANCIAL AID

*Students who still have an unsatisfied Learning Support requirement must be advised and registered through Center for Academic Advising and Student Success (CAAS).*

Step 4: Click REGISTRATION

- If you have a hold – click View Holds. Then contact the office that has placed the hold.
- If you get an error message such as a Pre-Requisite and/or Co-Requisite error, you should contact the Office of the Registrar or you may email [registrar@atlm.edu](mailto:registrar@atlm.edu).

Step 5: Click ADD/DROP CLASSES

Step 6: SELECT TERM and click SUBMIT CHANGES

Step 7: If you do not know the CRN (Five-digit Course Reference Number), you may search for an open class by clicking “CLASS SEARCH” and then search by subject. If you do have the Course Reference Number – enter the CRNs onto the ADD/DROP worksheet.

Step 8: Click SUBMIT CHANGES

Step 9: Select **REGISTERED** from the pull down menu for each course, then click SUBMIT CHANGES.

Step 10: To delete a course, click **WEB DROPPED COURSE** from the pull down menu then click SUBMIT CHANGES.

Step 11: Once you have completed the Course Selection Process, you should print your Student Detail Schedule. **TO PRINT SCHEDULE:** Scroll to the bottom of the screen. Click STUDENT DETAIL SCHEDULE, then PRINT. (Use your web browser’s print button)

Step 12: **VIEW FEE ASSESSMENT:** Scroll to the bottom of the screen. Click VIEW FEE ASSESSMENT, then PRINT.

Step 13: **VIEW STUDENT ACCOUNT SUMMARY:** Scroll to the bottom of the screen. Click Account Summary by Term.

- If you receive Financial Aid, you may check the status by clicking on the “FINANCIAL AID” tab located under “STUDENT SERVICES AND FINANCIAL AID”.
- If your Financial Aid is not sufficient to cover fees assessed, you are responsible for paying the remaining balance.
- Cash payments can be made at the Cashier's Window.
- You may pay for your classes online using a credit card by clicking on “Credit Card Payment” at the bottom of the FEE ASSESSMENT or ACCOUNT SUMMARY. Contact Student Accounts at 404-756-4359 about payments.

TUITION/FEE PAYMENT DUE AT THE TIME OF REGISTRATION

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