

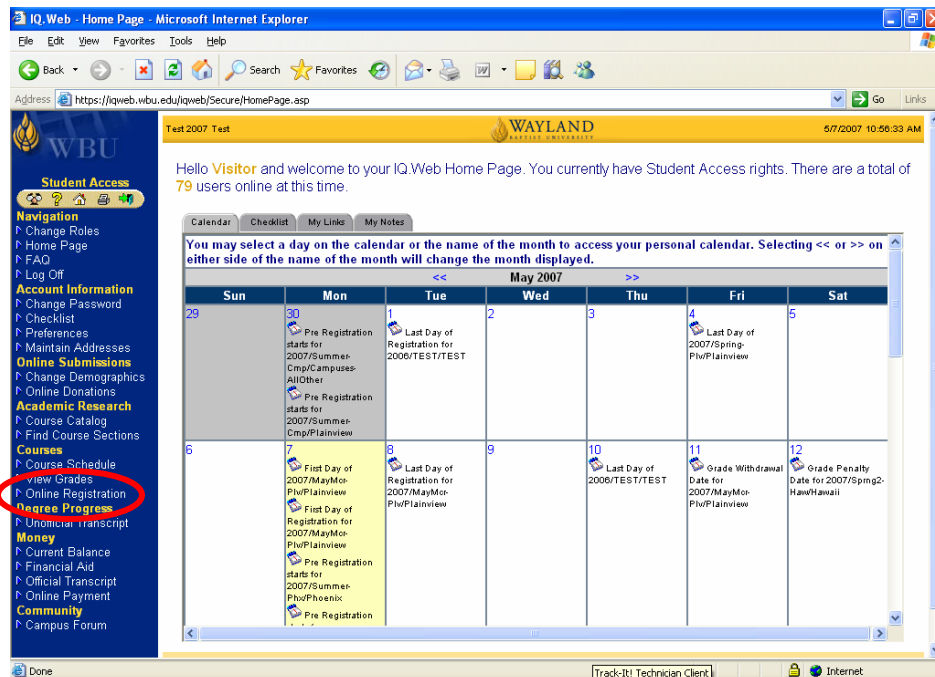
## IQ Web Registration Instructions

1. Go to [www.wbu.edu](http://www.wbu.edu). Click on IQ Web Access on the left hand side.
2. Double click on Login. Type in your Login ID and Password and click Sign In. If you do not already have a Login ID, follow the instructions under the Help menu entitled "How to Create an IQ Web account."



The image shows the Wayland Baptist University IQ Web Access page. On the left is a vertical menu with icons and labels: Visitors, Login, Request Access, Course Catalog, and Help. The main area features a large banner with the university logo and the text "Religious Education", "International Business", "Mass Communication", and "Language Arts". Below the banner is a "Click to activate and use this control" button. At the bottom, there are input fields for "Login Id:" and "Password:", a "Sign in" button, and three links: "Why should I use IQ.Web?", "How do I get an account?", and "What if I forget my password?".







3. Click on Online Registration under Courses on the left hand side of your screen.



The screenshot shows the Wayland Baptist University IQ Web Home Page in a Microsoft Internet Explorer browser window. The address bar shows the URL <https://iqweb.wbu.edu/iqweb/Secure/HomePage.asp>. The page has a yellow header with the Wayland Baptist University logo and the text "WAYLAND BAPTIST UNIVERSITY". Below the header, there is a message: "Hello Visitor and welcome to your IQ.Web Home Page. You currently have Student Access rights. There are a total of 79 users online at this time." The main content area features a calendar for May 2007. The calendar is a table with columns for the days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for the dates. The calendar shows various events, including "Pre Registration starts for 2007/Summer-Cmp/Campus-AllOther", "Last Day of Registration for 2006/TEST/TEST", "First Day of Registration for 2007/MayMon-Plw/Plainview", "Last Day of Registration for 2007/MayMon-Plw/Plainview", "Grade Withdrawal Date for 2007/MayMon-Plw/Plainview", and "Grade Penalty Date for 2007/Spring2-Haw/Hawaii". The left sidebar contains a "Student Access" menu with various links, including "Online Registration" which is circled in red. The bottom of the page shows the status bar with "Done" and "Track-It! Technician Client".

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
	Pre Registration starts for 2007/Summer-Cmp/Campus-AllOther	Last Day of Registration for 2006/TEST/TEST			Last Day of 2007/Spring-Plw/Plainview	
6	7	8	9	10	11	12
	First Day of 2007/MayMon-Plw/Plainview	Last Day of Registration for 2007/MayMon-Plw/Plainview		Last Day of 2006/TEST/TEST	Grade Withdrawal Date for 2007/MayMon-Plw/Plainview	Grade Penalty Date for 2007/Spring2-Haw/Hawaii

4. Select which year/term you need. “Plv” stands for Plainview, “Phx” for Phoenix, “Haw” for Hawaii, and all other campuses (including virtual campus) should choose “Cmp.”







Year/Term	Status
 2007/Summr3-Plv	OK to Register
 2007/Summr2-Plv	OK to Register
 2007/Summr1-Plv	OK to Register
 2007/Summer-Phx	OK to Register
 2007/Summer-Cmp	OK to Register
 2007/MayMcr-Plv	OK to Register

5. Click on Course Search to find the class you would like to take.

**Online Registration**

**Registered Courses for 2007/Summer-Cmp**

This page allows you to search for Courses, add courses to your Shopping Cart, add/drop courses to/from your Current Schedule or Waitlist, and finalize your Schedule. Select **Course Search** to search for courses. Select the **Add** checkboxes in your Shopping Cart and then select **Process** to add courses to your Current Schedule.



 **Process**  **Course Search**  **Empty Cart**  **Schedule**  **Select Year/Term**  **Help**







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**Currently you are not scheduled for any courses.**

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**Your Shopping Cart is currently empty.**

  **Course Search**

 **Process**  **Course Search**  **Empty Cart**  **Schedule**  **Select Year/Term**  **Help**

6. Click on the Advanced Search tab.

**Registration Course Filter**

 **Back to Registration**  **Help**

**Search** 

**Search Criteria**  
Year/Term:  2007/summer-Cmp  
Course:   
Keywords:

Session:   
Sub Type:   
Department:

Results per page: 15

### Registration Course Filter

8. Select the class by clicking on the shopping cart next to Add to cart for the class.

## Registration Course Filter

 [Back to Registration](#)

 [Help](#)

 [New Search](#)

 [Refine Search](#)

**2007/Summer-Cmp - Keywords = 'math', Campus = 'WBU - San Antonio', Status = 'Open'**

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### Courses offered at WBU - San Antonio

[Session: Campuses-AllOther](#)

 [Add to cart](#)

Department	Duration	Credits	Adds	Waits	Max. Status	Days	Time	Room
Accounting	05/28/2007 - 08/11/2007	3.00	2	0	24 <span style="color: green;">Open</span>	Monday	08:00 PM - 10:10 PM	R208 29
Available Credit Type(s): Audit, Credit, No Credit Instructor(s): <a href="#">Robert Gomez</a>								

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 [ACCT3307/Lecture/SA01- FINANCIAL ACCOUNTING](#)

 [Add to cart](#)

Department	Duration	Credits	Adds	Waits	Max. Status	Days	Time	Room
Business Admin	05/28/2007 - 08/11/2007	3.00	4	0	38 <span style="color: green;">Open</span>	Thursday	06:00 PM - 10:10 PM	W11550 115
Available Credit Type(s): Audit, Credit, No Credit Instructor(s): <a href="#">R. Tim Parker</a>								

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 [MATH1304/Lecture/SA01- COLLEGE ALGEBRA](#)

 [Add to cart](#)

Department	Duration	Credits	Adds	Waits	Max. Status	Days	Time	Room
Mathematics	05/29/2007 - 08/11/2007	3.00	22	0	38 <span style="color: green;">Open</span>	Tuesday	06:00 PM - 10:10 PM	W11550 103
Available Credit Type(s): Audit, Credit, No Credit								

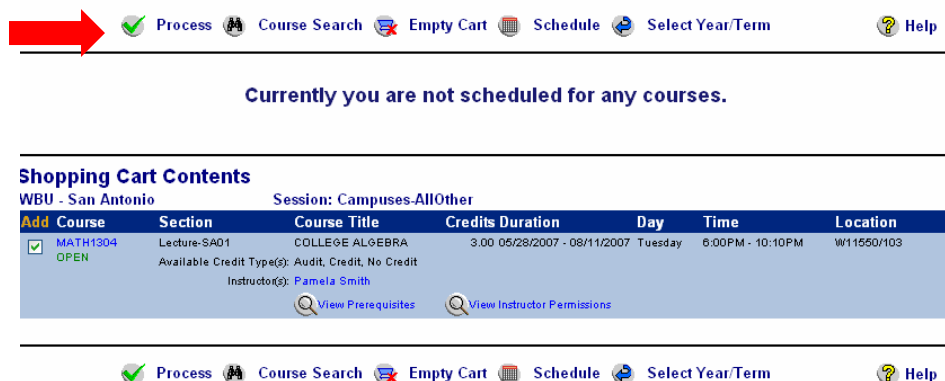
9. A box will pop up, showing the course has been added. It will also tell you if there are any prerequisites or permission needed to take the class. Click on Close this window to continue adding classes.



10. After you have selected all the classes you would like to take, scroll down to the bottom of the screen and click on Back to Registration.



11. With the box check marked under Add Course, click on Process.



12. Now you can either click on Finalize schedule to see your schedule, or click on Make Schedule Changes to make changes. Once you click on Finalize, you are now registered for your classes.

Test 2007 Test
WAYLAND  
BAPTIST UNIVERSITY
5/7/2007 11:38:00 AM

**WBU**

**Student Access**

**Navigation**

- ↳ Change Roles
- ↳ Home Page
- ↳ FAQ
- ↳ Log Off

**Account Information**

- ↳ Change Password
- ↳ Checklist
- ↳ Preferences
- ↳ Maintain Addresses

**Online Submissions**

- ↳ Change Demographics
- ↳ Online Donations

**Academic Research**

- ↳ Course Catalog
- ↳ Find Course Sections

**Courses**

- ↳ Course Schedule
- ↳ View Grades
- ↳ Online Registration

**Degree Progress**

- ↳ Unofficial Transcript

**Money**

- ↳ Current Balance
- ↳ Financial Aid
- ↳ Official Transcript
- ↳ Online Payment

**Community**

- ↳ Campus Forum

## Online Registration

You have made changes to your schedule without errors. Please select to either make changes to your current schedule or to accept your current schedule and calculate your registration charges. It is **very important** that you finalize your schedule after you are satisfied with your schedule, even if you have dropped courses, so that your charges properly reflect your changes.

[Finalize Schedule](#)
 [Make Schedule Changes](#)
 [Help](#)

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### Registered Courses for 2007/Summer-Cmp

**Current Schedule**

WBU - San Antonio      Session: Campuses-AllOther

Course	Section	Course Title	Credits	Duration	Day	Time	Location
MATH1304	Lecture-SA01	COLLEGE ALGEBRA	3.00	05/28/2007 - 08/11/2007	Tuesday	6:00PM - 10:10PM	W11550/103
Credit Type: Credit							
Instructor(s): Pamela Smith							

**Total Credits: 3.00**

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You will be given the option to print a statement of your charges and to print your schedule. You also can make a payment on-line.