

# Register Online!

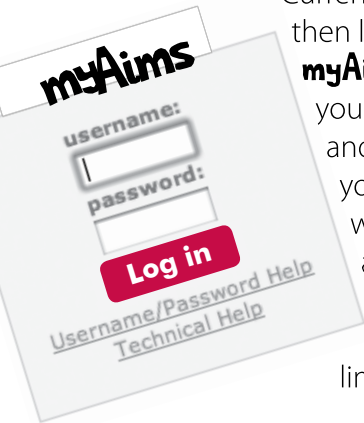
- Add/Drop Classes
- Print Unofficial Transcripts
- Check Grades
- Pay Tuition Bill

If you have questions, just ask at the Help Desk or the Admissions Office at any of our campuses during regular office hours.  
Greeley Area:  
(970)339-6380  
Outside Greeley Area:  
(800)301-5388

Once you have been admitted, assessed, and advised (if necessary), avoid the lines by going to [www.aims.edu](http://www.aims.edu), 24 hours a day.

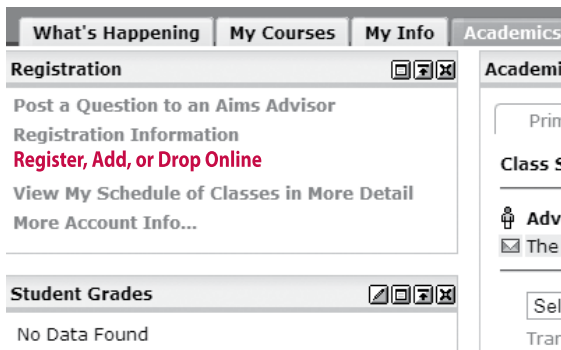
**1** If you've been admitted to Aims, gone through assessment, and met with your advisor, just go to [www.aims.edu](http://www.aims.edu).

**2** From the Homepage, click on Current Student, then log into **myAims** using your Username and Password (if you're not sure what they are, click the "Need your Password?" link.)



**3** Once you are logged in, Click on the Student tab.

**4** Select Register, Add, or Drop Online.



**5** If requested, enter your "Alternate PIN", which you get from your advisor.

**6** Select a Term and Submit.

**7** Enter the CRNs (course reference numbers) for the course(s) for which you are registering.

**8** Click Submit... and get your classes! Be sure to read any error messages to be sure you're done.

## Error Messages

Some courses have pre-requisites or require special permission, and **myAims** will not allow you into that course without it. Contact your advisor if you encounter any of these errors and feel you meet the requirements to enroll in the course. Here are some of the more common error messages you may get:

**"Pre-Req and Test Score"** Request a Pre-requisite Override if you feel you meet the requirements.

**"Major Error"** Request an override of Required Major.

**"Instructor/Department Approval"** Contact your advisor or the department offering the course to request permission.

**"Closed Section"** The class is full but you may contact the instructor or department offering the course for an override.

## After you've finished registering,

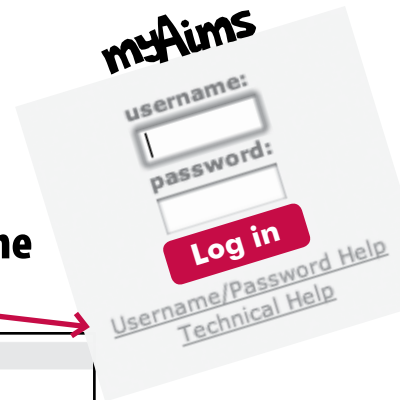
don't forget to review your schedule and pay your bill, both of which you can do online.

Click the link "View a Printable Schedule and Bill" or, if you'd prefer, call the Cashier at (970)339-6349 to pay by phone.



# Need your myAims Password?

Get your myAims Username and Password online!



1 Go to [www.aims.edu](http://www.aims.edu) and click the "Need your password?" link

**Creating or Resetting Your myAims Password**

Aims ID or SSN:

Last Name:

First Name:

Birth Month:

Birth Date:

Birth Year (YYYY):

2 On the next web page, type in your Aims ID# (9 characters, starting with "A") or your Social Security Number, the name you gave us on your application for admission, your birth date, and click "Submit Information".

**Security Question**

Question: name of best dog ever

Answer:

Re-Enter Answer:

3 Then, if you haven't already created a Security Question and Answer, do this now. Think of a question to which only you or very few people would know the answer. If you have already created a Security Question and Answer, it will ask you for the answer. Answer it and click "Submit Changes."

4 The next web page will display your Username. Due to privacy laws student information should only be accessed by the student. Do not share your username or password with anyone else.

Create New Password:

Re-enter New Password:

**Create your 6-character password**

**Your Username is: jsmith99** ← Username

To create or reset your password, please enter and then re-enter a New Password **exactly 6 characters in length (numbers and letters only)**. Letters are case-sensitive. When done, click the "Submit" button.

**Please contact the Computer Help Center in Greeley if you experience any problems with this form.**

**Phone Number** Greeley Area: 970-339-6380  
Outside Greeley Area: (800) 301-5388 ext 6380

**E-Mail Address** [helpdesk@aims.edu](mailto:helpdesk@aims.edu)

5 On this same page, you will create your Password, which must be exactly 6 characters, and may contain numbers, letters, or a combination of both. For best security, use both numbers and letters. Click "Submit" and you're done! (Please do not share your password!)

If you have any problems, contact us at (970) 339-6380 or by email at [helpdesk@aims.edu](mailto:helpdesk@aims.edu).