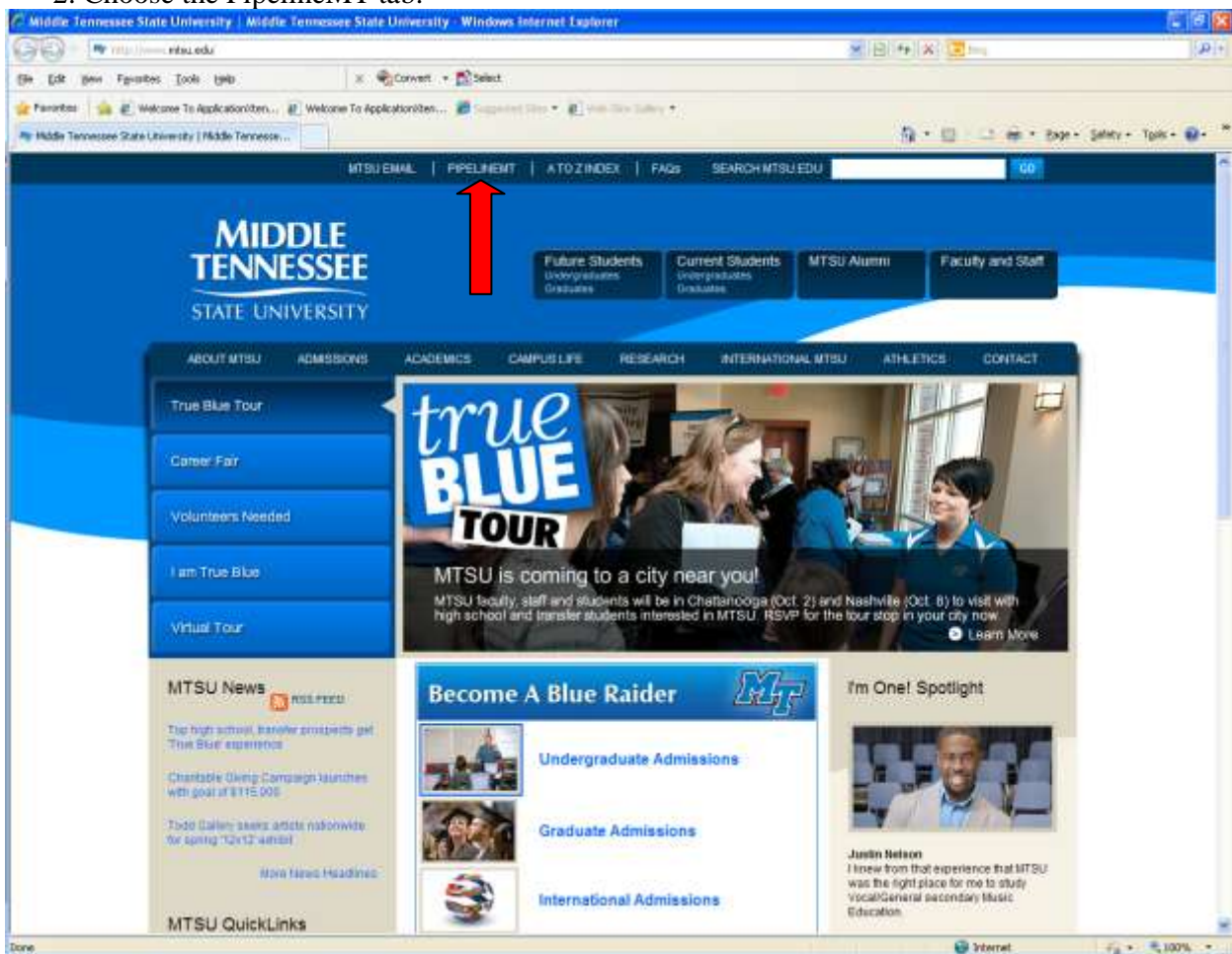


Student PipelineMT/RaiderNet Tutorial

The following is a page-by-page snapshot of the steps to access your records online. Arrows and text have been added to show you where to click and what information to enter. The information below consists of screen displays and are NOT actual links you can click on to begin the process. Use the vertical scroll bar to proceed through the online tutorial, or you can print this webpage for reference. Please e-mail Emily Curtis (emily.curtis@mtsu.edu) if you have comments/suggestions on this tutorial. Your feedback is important and will assist us in improving this tutorial.

Step 1:

1. Go to <http://www.mtsu.edu>.
2. Choose the PipelineMT tab.



Step 2:

1. Login using your MTSU username and password (if you do not know your username or password, choose: “New User? Click here to retrieve your username and password”).

Middle Tennessee State University Login - powered by SunGard Higher Education - Windows Internet Explorer

http:// RaiderNet.mtsu.edu/pipeline/login

File Edit View Favorites Tools Help

Parrot Welcome To Applicationiten... Welcome To Applicationiten... Supported Sites Web Site Gallery

Middle Tennessee State University Login - powered b...

PipelineMT

Your Gateway to the MTSU Campus!

Please Login to Your Secure PipelineMT Account

User Name:

Password:

Login Cancel

Having problems logging in? Click here.

New User?
Click here to retrieve your username and password.

Please Login to Your PipelineMT Account!

PipelineMT provides secure access to personal data and services for MTSU students, faculty, and

What's Inside PipelineMT?

You can register for classes, pay fees, check your email, keep a calendar and access your personal data. Login and choose the RaiderNet tab for registration, fee payment, and other personal data services. Look for these icons for email and calendar functions:

Email Calendar

Or, online course resources are available on the My Courses page!

Quick Links

- Supported Browsers
- How do I get a user name and password?
- I can't remember my password!
- View a RaiderNet Tutorial for class registration.
- Make this my homepage.

HAVING TROUBLE?

Try these solutions:

- Check Your Browser
- Forgot your User Name?
- Forgot your Password?
- How do I get my email?
- Planned Down Time

Authorized Users/Parent Login Mail Info

- Alerts Online: Community
- Alerts Giving
- Admission Inquiry

PipelineMT Security

Even though a padlock or https:// will not appear, PipelineMT is completely secure.

Internet

Read more about security...

Information Technology Help Desk

Hours: 24 hours/7 days when classes are in session

Phone: 615-888-3345

Email: help@mtsu.edu

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Error on page.

Internet 100%

Step 3:

1. Once you are logged into PipelineMT, choose the RaiderNet tab.

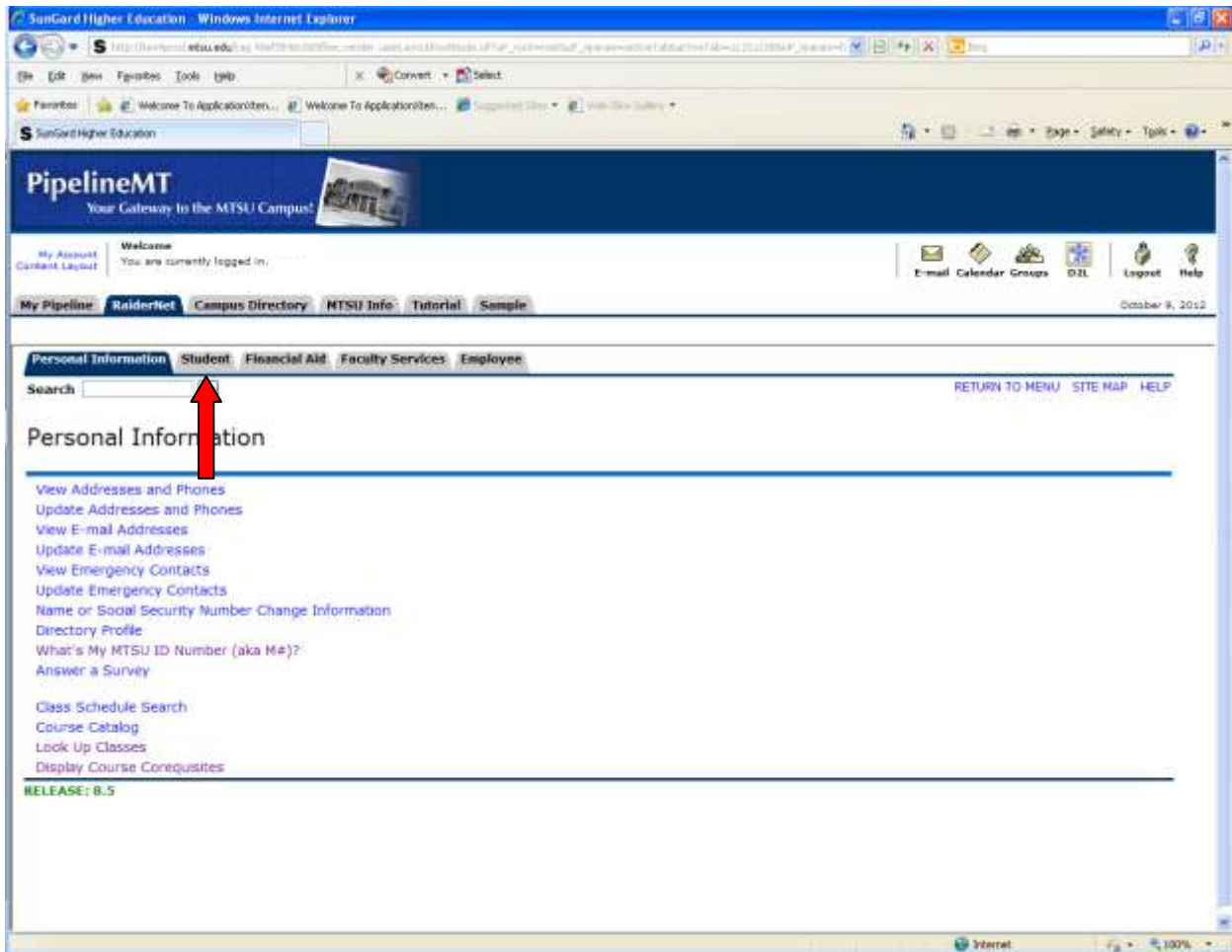
The screenshot shows the PipelineMT web application in a Windows Internet Explorer browser window. The address bar displays the URL: <http://raidernet.mtsu.edu/raidernet/userLayout/raidernet/index.jsp?raidernet>. The page features a blue header with the PipelineMT logo and the tagline "Your Gateway to the MTSU Campus!". Below the header, a navigation bar contains several tabs: "My Pipeline", "RaiderNet" (highlighted with a red arrow), "Campus Directory", "MTSU Info", "Tutorial", and "Sample". The main content area is divided into several sections:

- My Courses:** A section with a "Click here to:" link and a description: "Access your course home pages, email your professors, communicate with classmates, and much more course-related materials."
- Bookmarks:** A section with two bookmarks: "JA-SIG Homepage" and "SunGard Higher Education Homepage".
- Personal Announcements:** A section with three announcements: "Raider Entertainment Weekly Event Update", "Career Fair", and "Tickets for the third-annual screening of 'The Rocky Horror Picture Show' now available online!".
- Campus Announcements:** A section with two announcements: "Partial Section of Greenland Dr. Lot Reserved for Career Fair" and "Fall 2012 Fitness Programs".
- My Calendar:** A section displaying a calendar for October 2012. The calendar shows the days of the week (S, M, T, W, T, F, S) and the dates (01 through 31). The date 02 is highlighted in yellow. Below the calendar, there are sections for "Events:" and "Invitations:", both showing "None".

The footer of the page includes the copyright notice "Copyright © SunGard Higher Education 1998 - 2009." and the SunGard Higher Education logo.

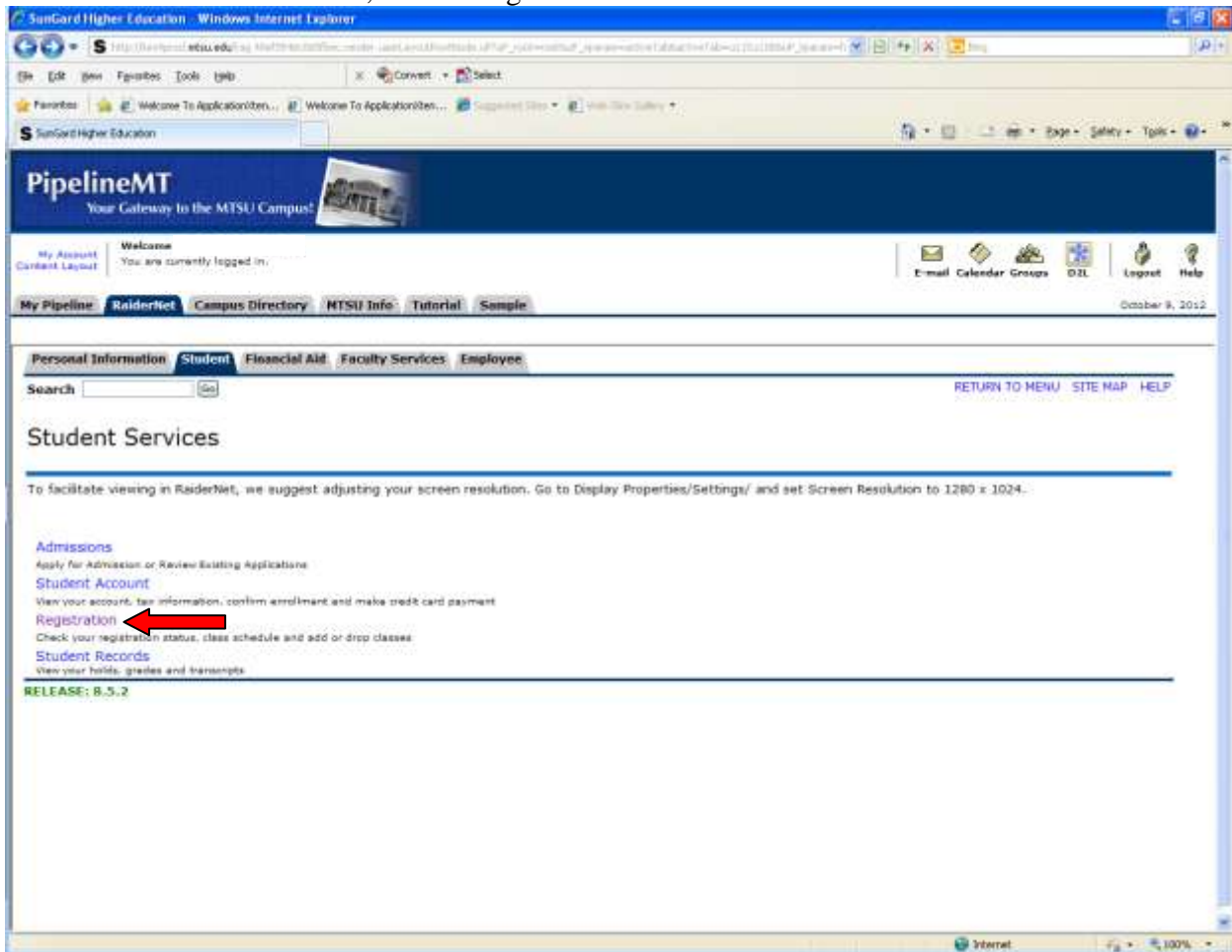
Step 4:

1. Select the Student tab.



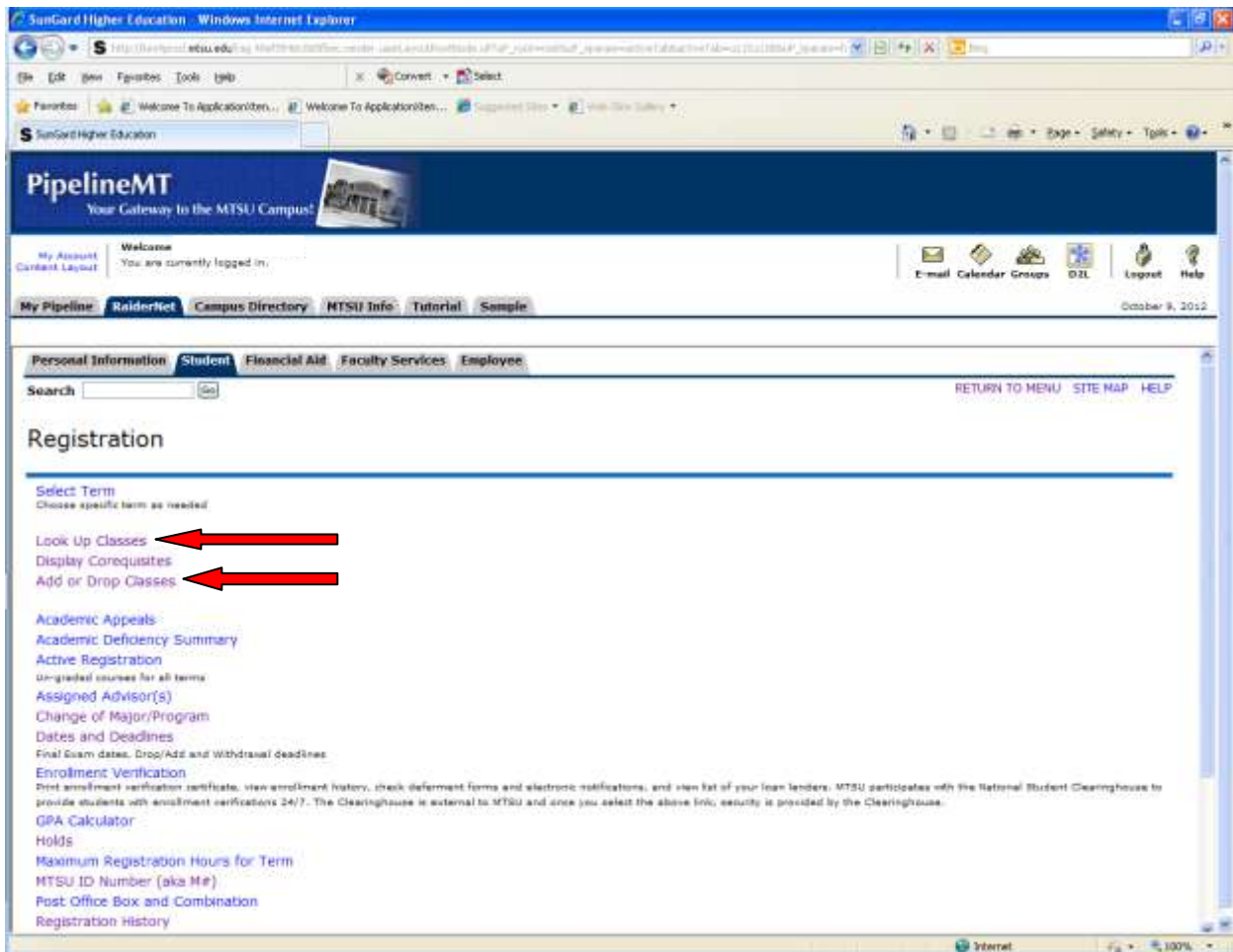
Step 5:
1. Under the Student tab, choose Registration.

1. Under the Student tab, choose Registration.



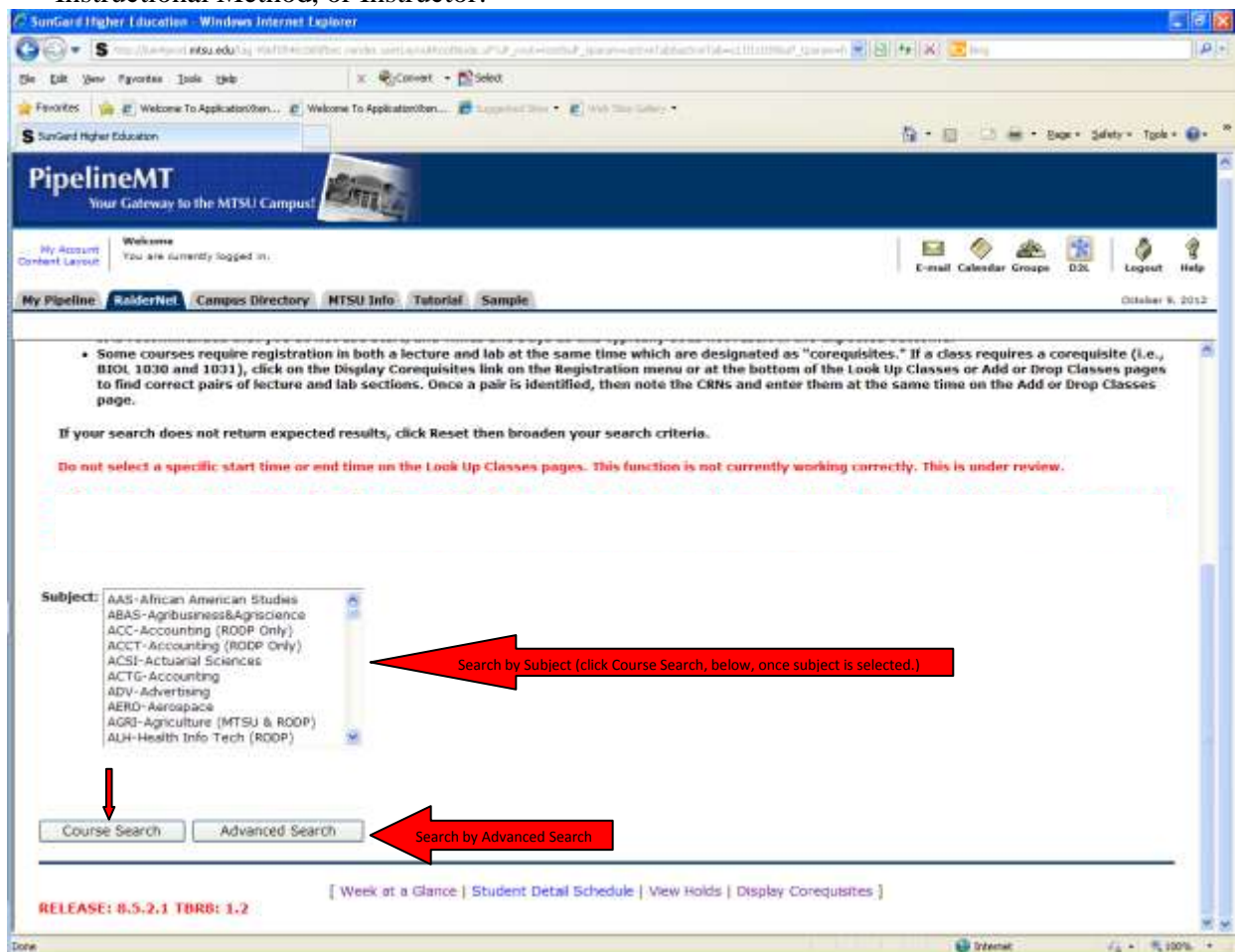
Step 6:

1. Choose Look Up Classes to search for classes, or
2. Choose Add or Drop Classes to enter the correct CRN numbers directly into the Add Classes Worksheet.



Step 7:

1. To search for classes using Lookup Classes, first Select the correct Term, and then Submit.
2. You can then search by Course Subject by selecting the Subject and clicking Submit or by selecting Advanced Search to search by details such as Subject, Course Number, Instructional Method, or Instructor.



Note: Some courses require co-requisites. These courses require the student to register for both corresponding courses at the same time, such as a class and a lab.

1. To search for the correct course and the correct lab, choose Display Co-requisites underneath the Lookup Classes link.
2. Select the correct Term and Course Subject. (You may also check the boxes to include or exclude Raider Learning Communities.) Select Submit.
3. Choose the correct course. Listed directly below the course is the corresponding lab, select one.

Ex: if you enroll in BIOL 1120, section 001, then you have fourteen options to choose from for the lab (the labs are listed directly underneath the corresponding course).

4. Both the course CRN and the lab CRN must be entered into your Add Classes Worksheet at the same time.
5. If an error occurs for either the class or the lab, then you will not be registered for either one. You must resolve the error and try to register again.

The screenshot shows the PipelineMT website interface. At the top, there's a navigation bar with links like 'My Pipeline', 'RaiderNet', 'Campus Directory', 'MTSU Info', 'Tutorial', and 'Sample'. Below this, a table lists several courses. A red arrow points to the first row of the 'If you enroll in the following course:' section, which is BIOL 1120 001. A red bracket highlights the 'You must also enroll in one of the following:' section, which lists 14 lab options for BIOL 1120. At the bottom, there's another section for 'If you enroll in the following course:' with one entry: BIOL 1120 H01.

Course	Section	CRN	Days	Time	Location	Prerequisites	Credits	Grade	Term
BIOL 1111	017	14931	F	11:30 am-02:15 pm	TBA	WPS 310	24	0	24
BIOL 1111	018	15714	F	12:40 pm-03:25 pm	TBA	WPS 309	24	0	24
BIOL 1111	019	15715	F	02:30 pm-05:15 pm	TBA	WPS 310	24	0	24
If you enroll in the following course:									
BIOL 1120	001	12492	MWF	10:20 am-11:15 am	TBA	DSB 100	100	0	100
BIOL 1120	002	15530	MWF	01:50 pm-02:45 pm	TBA	WPS 102	100	0	100
BIOL 1120	003	12502	M	06:00 pm-09:00 pm	TBA	DSB 130	36	0	36
BIOL 1120	004	12498	TR	09:40 am-11:05 am	TBA	SAG 125	100	0	100
You must also enroll in one of the following:									
BIOL 1121	002	12493	M	02:30 pm-05:15 pm	TBA	WPS 307	24	0	24
BIOL 1121	003	12494	M	02:30 pm-05:15 pm	TBA	WPS 309	24	0	24
BIOL 1121	004	12495	T	08:00 am-10:45 am	TBA	WPS 309	24	0	24
BIOL 1121	005	12496	T	11:20 am-02:05 pm	TBA	WPS 309	24	0	24
BIOL 1121	006	12497	T	02:40 pm-05:25 pm	TBA	WPS 309	24	0	24
BIOL 1121	007	12499	T	06:00 pm-08:45 pm	TBA	WPS 309	24	0	24
BIOL 1121	008	12500	W	11:30 am-02:15 pm	TBA	WPS 307	24	0	24
BIOL 1121	009	12501	W	02:30 pm-05:15 pm	TBA	WPS 307	24	0	24
BIOL 1121	010	12503	W	06:00 pm-08:45 pm	TBA	WPS 309	24	0	24
BIOL 1121	011	12504	R	11:20 am-02:05 pm	TBA	WPS 309	24	0	24
BIOL 1121	012	12505	R	02:40 pm-05:25 pm	TBA	WPS 307	24	0	24
BIOL 1121	013	12506	R	02:40 pm-05:25 pm	TBA	WPS 309	24	0	24
BIOL 1121	001	14932	M	11:30 am-02:15 pm	TBA	WPS 307	24	0	24
BIOL 1121	014	15717	F	11:30 am-02:15 pm	TBA	WPS 307	24	0	24
If you enroll in the following course:									
BIOL 1120	H01	12507	TR	08:00 am-09:25 am		HONR 119	20	0	20

Step 8:

1. To add the class CRN directly, choose Add or Drop Classes, and then enter the CRN into the Add Classes Worksheet.
2. Submit Changes to register.
3. Once you Submit, you should be able to view your registered classes underneath Current Schedule.

The screenshot shows the PipelineMT web application interface. The browser window title is "SunGard Higher Education - Windows Internet Explorer". The address bar shows a URL starting with "mts.edu". The page header includes the "PipelineMT" logo and the tagline "Your Gateway to the MTSU Campus!". Below the header, there is a navigation bar with links like "My Pipeline", "Raidernet", "Campus Directory", "MTSU Info", "Tutorial", and "Sample". The main content area is titled "Current Schedule" and contains several links: "BookNow - To purchase books", "Registration Errors - Click here for assistance", "Withdraw - Click here regarding details", and "Fee Payment/Confirmation - Click here for important fee payment/confirmation deadlines and instructions". Below these links, there is a section for "Add Classes Worksheet". This section includes a table with columns for "Total Credit Hours", "Billing Hours", "Minimum Hours", and "Maximum Hours", all showing "00". The date is "Oct 09, 2012 03:55 pm". A red arrow points to the "CRNs" input field, which is a long text box. Below the input field are three buttons: "Submit Changes", "Class Search", and "Reset". At the bottom of the page, there is a footer with the text "RELEASE: 8.5.1.2 TORB: 1.3" and a link "[View Holds | Display Corequisites]".

Screenshot of the PipelineMT web application interface showing the "Add Classes Worksheet" section. A red arrow points to the "CRNs" input field.

Current Schedule

Total Credit Hours: 00
Billing Hours: 00
Minimum Hours: 00
Maximum Hours: 000
Date: Oct 09, 2012 03:55 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

RELEASE: 8.5.1.2 TORB: 1.3

[View Holds | Display Corequisites]