Registration Information and Email Access for New Students
Fall Semester 2011

Registration and Payment of Fees
1. All students must register to have access to campus facilities.

2. You will start the registration process by meeting with your Adviser or with the Director of Graduate Studies (DGS) to approve your class schedule by Tuesday, August 23. Program staff will enter your schedule into OPUS (the software Emory uses to track student information).

3. To complete your registration, you must pay any tuition or fees not covered by merit award at the Office of Student Financial Services, located in the Boisfeullet Jones Center, by 4:29 pm on Wednesday, August 24. If you do not pay all fees to the University by this date, (a) your registration may be canceled and (b) you will be charged a $150 late registration fee.

4. Students who do not complete registration on August 24 must confirm their schedules with their programs and complete their registration by paying any tuition and fees no later than 4:00 pm Friday, September 3.

Connect to Emory Email Today!
Your Emory email is your official email address. All Emory emails will be sent to that address, and you are responsible for monitoring it. The address is active now. You need to access it as soon as possible.

Step 1: Retrieve your Network ID (if you have not already done so)
Go to www.emory.edu/ITD/newid.html. You will be asked for your birth date and social security number (if you do not have a social security number, you will be asked for your birth date and home email address). If you still have trouble retrieving your ID, call the UTS Service Desk at 404.727.7777 for information on how to proceed. For general info and guidelines on NetIDs and passwords: www.it.emory.edu/netid.

Step 2: Change your Password
After you get your Network ID and initial password, please change your password to something secure that you will remember. If you have already been using your Network ID to access OPUS and your Admissions information, you must change your password for your Network ID in order to log in to LearnLink, the Student Community (email, IM, Conferences).

Go to http://enid.emory.edu/myaccount to change your password to something secure that you will remember. Emory guidelines suggest a password of at least eight characters, one of which must be a number. From this web page you will also be able to sign up for self-service password reset, which will allow you to reset your password in the future after answering a number of security questions of your own choosing.

Step 3: Access Emory’s Online Community – LearnLink
Official university correspondence will be sent to your Emory email address, the format for which is NetID@emory.edu. Please download the LearnLink client application that is Emory’s Student Community, at http://www.learnlink.emory.edu/clientdownloads using your Network ID as the username and your password.

Your mailbox will be ready and waiting, as is a thriving online community that brings together students, faculty and staff for academic and extracurricular activities.

User Guides: http://www.learnlink.emory.edu/guides/
Overview: http://it.emory.edu/showdoc.cfm?docid=722

If you run into problems with your net ID or email set-up, contact the UTS Service Desk at 404-727-7777, or use the HelpDesk function at http://it.emory.edu/ (it asks you to log in, but guest access is also available).

Emails from the Laney Graduate School will almost always be sent by Melissa Gilstrap, our Communications Specialist. Please check your Emory email account regularly and watch for important messages from us and from others here at Emory.