

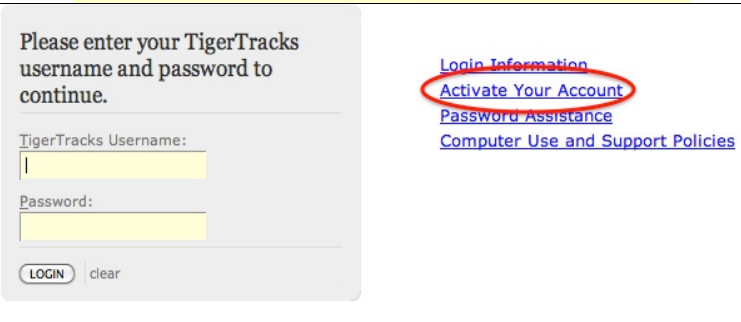
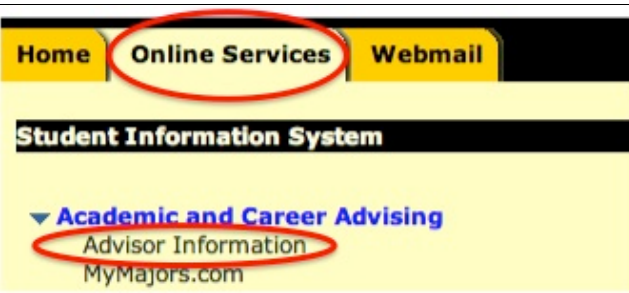
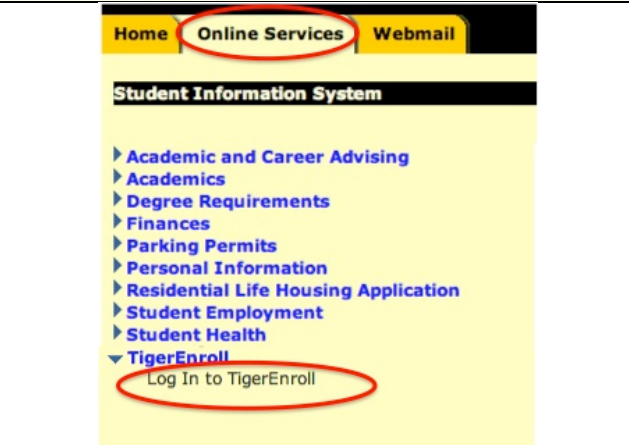


Steps to follow after receiving your acceptance letter to Fort Hays State University.

<p><b>Step 1</b></p>	<p>Go to the FHSU website: <a href="http://www.fhsu.edu">http://www.fhsu.edu</a> and click on "TigerTracks" in the upper right corner.</p>	
<p><b>Step 2</b></p>	<p>Click on "CAS Secure Login"</p>	
<p><b>Step 3</b></p>	<p>If you are setting up your account for the first time, click "Activate Your Account" and follow the steps. Once you finish, key that information in the Username and Password boxes.</p>	
<p><b>Step 4</b></p>	<p>Contact your Academic Advisor. You can locate your advisors email by clicking on the "Online Services" tab, then click on "Advisor Information".</p>	
<p><b>Step 5</b></p>	<p>Click on the center tab "Online Services." Click on "Log In to TigerEnroll" at the bottom of the page and choose your courses for the semester.</p>	

<b>Pre-enrollment</b>	<p>Click continue.</p> <ol style="list-style-type: none"> <li>1.) Choose the semester you wish to pre-enroll in.</li> <li>2.) Search for the courses you want to take, checkmark the corresponding box, and add them to your schedule worksheet.</li> <li>3.) Click on the “Pre-enroll/Schedule Changes” tab and click “Add selected courses to Student Schedule” move your courses from the Schedule Worksheet to the Student Schedule. After this step an email will automatically be sent to your advisor for approval.</li> </ol> <p>DO NOT click on “order your textbooks” after adding your courses. Wait until your advisor has approved the courses. You can also visit the FHSU bookstore website <a href="http://www.fhsu.bkstr.com">http://www.fhsu.bkstr.com</a></p>	<p>The screenshot shows the 'Pre-Enroll/Schedule Changes' workflow. Step 1: 'Semester Options - Fall 2013' with '2013 - Fall' selected. Step 2: 'Course Search - Fall 2013' with 'PHYS 208* VA' selected. Step 3: 'Student Schedule - Fall 2013' with the 'Add Selected Courses to Student Schedule' button circled. A warning about textbooks is also visible.</p>
	<b>Finalizing Enrollment</b>	<p>After your advisor has approved your courses and there are green check marks (✔) next to the first four tabs, click on the “Enrollment/Payment” tab and click on “Make Payment Arrangements” to enroll in your courses.</p>
<p>New students will have access to Blackboard one business day before classes begin. Your courses may not appear until the semester begins.</p>		
<b>Phone Numbers</b>	<p>CTC Helpdesk – For technical issues FHSU Virtual College Book Store – For textbook questions Financial Aid Registrar’s Office Graduate School Online Helpdesk</p>	<p><a href="mailto:helpdesk@fhsu.edu">helpdesk@fhsu.edu</a> 785-628-5276  <a href="mailto:virtualcollege@fhsu.edu">virtualcollege@fhsu.edu</a> 785-628-4291  <a href="mailto:fhsu@bkstr.com">fhsu@bkstr.com</a> 785-628-4417  <a href="mailto:finaid@fhsu.edu">finaid@fhsu.edu</a> 785-628-4408  <a href="mailto:registrar@fhsu.edu">registrar@fhsu.edu</a> 785-628-4222  <a href="http://www.fhsu.edu/gradschl/">http://www.fhsu.edu/gradschl/</a> 785-628-4236  <a href="http://www.fhsu.edu/ctc/helpdesk/">http://www.fhsu.edu/ctc/helpdesk/</a></p>