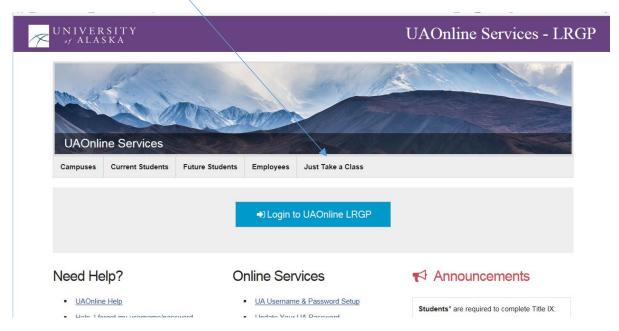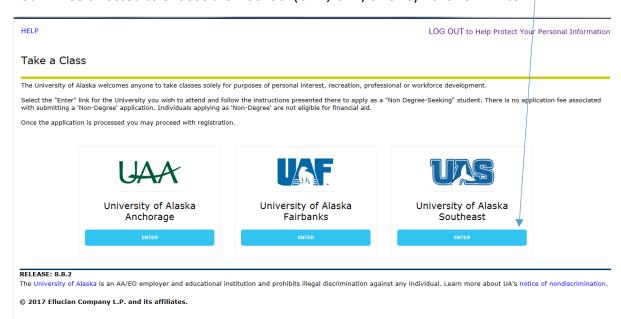# UNIVERSITY *of* ALASKA SOUTHEAST

## Creating a UA Log-in to access the UAS Rec Center

You will begin at the UAOnline website at https://www.alaska.edu/uaonline/ .  Click on the "Just Take a Class" tab.
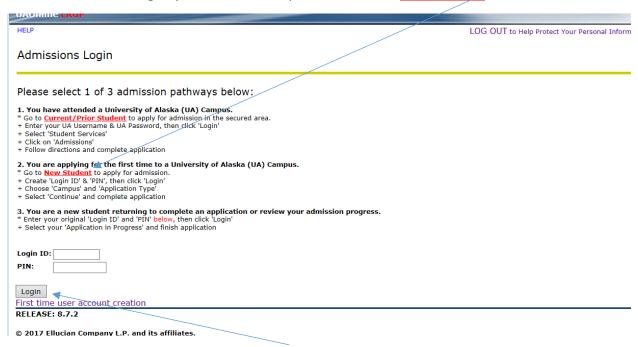


This will open a drop down, click on the dropdown that says "Apply as a Non-Degree Seeking Student (this includes high school students)"

You will be directed to choose a UA School (UAA, UAF, or UAS).  Click on "Enter"
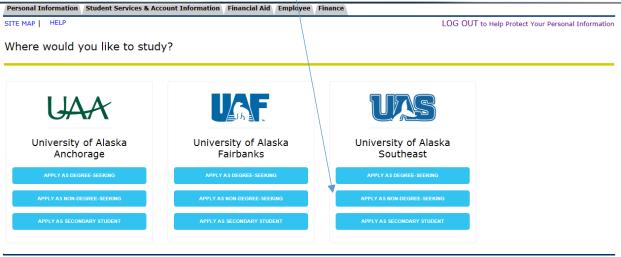
On the Admissions Login, you will choose Option 2.  Click on New Student .



Create a Login ID and PIN.  And click "Login".

Once you are logged in, choose UAS "APPLY AS NON DEGREE SEEKING"



You will now be ready to start the application.

Select "University of Alaska Southeast" under Campus and Option 1 "Non-Degree Seeking" under Application Type.



**Please read all of the information on this page carefully.  Continue.**

Choose the term from the drop down menu and enter your full legal name.



Click "Fill Out Application"

You will complete each section of the Application Checklist.  To begin, click on "Name".

UAOnline LRGP

| Personal Information | Student Services & Account Information | Financial Aid | Employee | Finance |

SITE MAP | HELP                                          LOG OUT to Help Protect Your Personal Information

## Application Checklist

This is a checklist of your application sections. When you have completed each section, a checkmark will appear by that section. When you have completed all the sections, click **Application is Complete** to submit your application for processing.

If you are not able to complete your application at this time, you may select **Finish Later** and return to your application at another time. Incomplete applications will be removed from the website after 21 days.

Name                          Contact Information

Current Mailing Address/Phone   Planned Course of Study

Personal Information           Agreement

[ Application is Complete ]  [ Finish Later ]
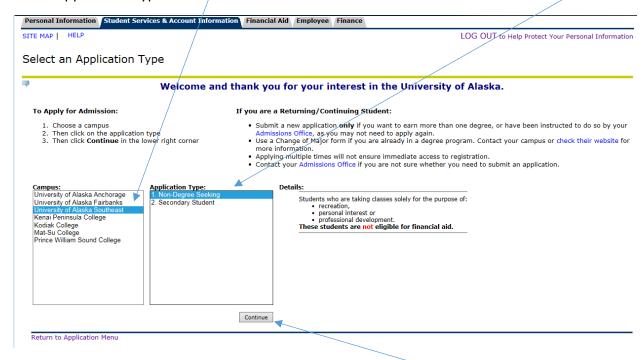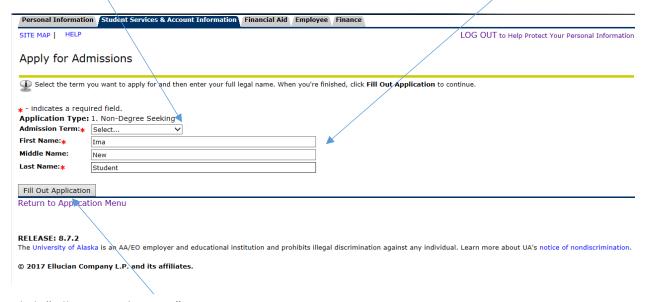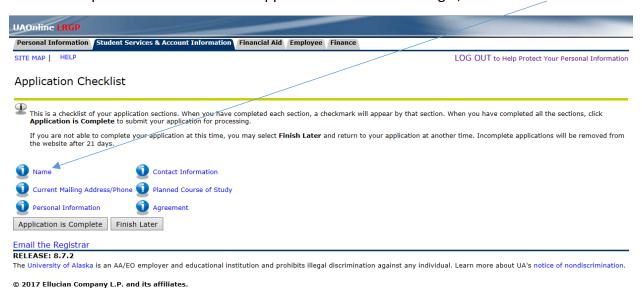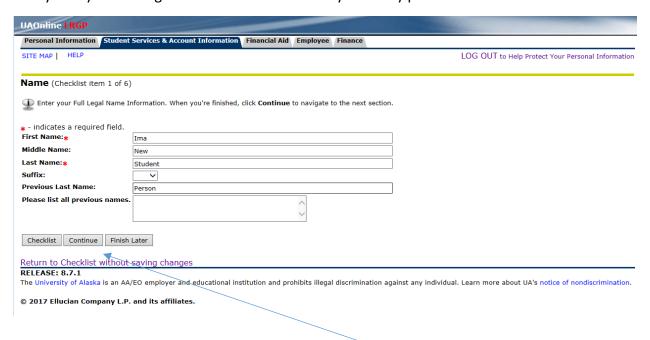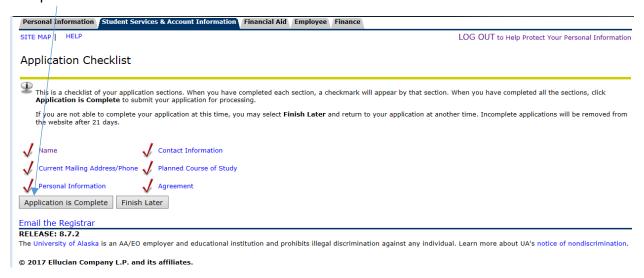
**Email the Registrar**
RELEASE: 8.7.2
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Verify that your full legal name is entered correctly.  List any previous names.

UAOnline LRGP

| Personal Information | Student Services & Account Information | Financial Aid | Employee | Finance |

SITE MAP | HELP                                          LOG OUT to Help Protect Your Personal Information

## Name (Checklist item 1 of 6)

Enter your Full Legal Name Information. When you're finished, click **Continue** to navigate to the next section.

\* - indicates a required field.

| | |
|---|---|
| **First Name:**\* | Ima |
| **Middle Name:** | New |
| **Last Name:**\* | Student |
| **Suffix:** | ▾ |
| **Previous Last Name:** | Person |
| **Please list all previous names.** | |

[ Checklist ]  [ Continue ]  [ Finish Later ]

**Return to Checklist without saving changes**
RELEASE: 8.7.1
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You have the option to return to the application checklist, continue to fill out the application, or save the application to complete at a later date.  You will need the Login and PIN you created to reenter and complete your application.

When you have completed all sections of the application, you will click "Application is Complete"



You will then see the Signature Page. **Read this information carefully.**