

## TRADITIONAL NEW STUDENT ONLINE REGISTRATION PROCEDURES

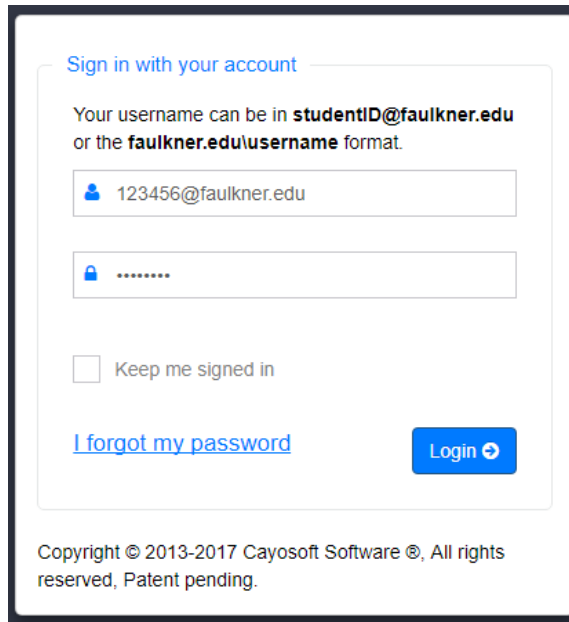
Online registration for new Faulkner Law students will be available on July 15-16, 2021, between 9:00 a.m. and 5:00 p.m. CDT each day. If you cannot arrange to participate in online registration during this period, please contact the Faulkner Law Admissions Office at (334) 386-7531 or by email at [ldixon@faulkner.edu](mailto:ldixon@faulkner.edu).

Your Faulkner University email address will follow the format of `firstname.lastname@faulkner.edu` and will become the primary means by which Faulkner University will communicate with you regarding student and academic matters. Please monitor this account diligently during the weeks between Online Registration and Orientation.

### Student Password Enrollment System Instructions

First go to the following link: <https://accounts.faulkner.edu/CayosoftWebAdmin/QuickSearch>

**Note:** Your user name will be `studentID@faulkner.edu`. Your default password will be a combination of your date of birth (MMDD) and the last 4 digits of your SSN. Upon enrolling, you will need to change your password from the default to one of your own choosing.



Sign in with your account

Your username can be in `studentID@faulkner.edu` or the `faulkner.edu\username` format.

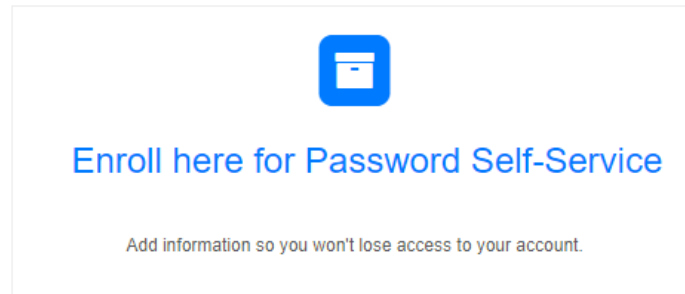
Keep me signed in

[I forgot my password](#)

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For example, let's say we have a student named Slade Wilson. His student ID number is 123456, birthday is May 7th (05/07) and the last 4 digits of his SSN are 5555. In that case, he will put in `123456@faulkner.edu` as his user name and his default password will be 05075555.

Once you have logged in, click on “**Self-Service.**” Then click “**Enroll here for Password Self-Service.**”



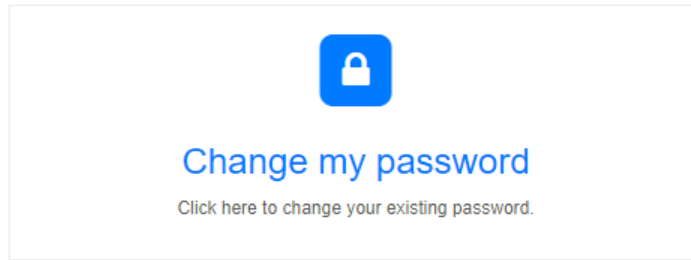
Select the challenge questions you prefer and provide an answer to each one. Click “**Next**” when you are done.

A screenshot of a web form titled "Enroll or Update my profile" in a dark grey header. Below the header, the text "Please select questions to answer below." is followed by a red instruction: "You must select and answer at least 3 questions, and the answers must be at least 3 characters long." The form is divided into two columns: "Questions" and "Answers". Under "Questions", there are three dropdown menus with the following text: "What is your favorite food?", "Who is your favorite actor, musician, or artist?", and "Who was your childhood hero?". Each dropdown has a small downward arrow. To the right of each question is a corresponding empty text input field. At the bottom right of the form are three buttons: a grey "Back" button with a left arrow, a blue "Next" button with a right arrow, and a grey "Cancel" button.

Next, you have the choice of entering your personal email address and/or cell phone number. You are only required to provide one of them, but you may provide both.

A screenshot of a web form titled "Enroll or Update my profile" in a dark grey header. Below the header, the text "Please provide an alternative e-mail address & mobile phone number." is followed by a red instruction: "You are required to provide at least 1 of the following, but it is best if you provide both." The form has two main sections. The first is "Alternative E-mail Address:" with a single-line text input field. The second is "Mobile Phone Number:" with a text input field that includes a green phone icon and a placeholder "(999) 999-9999". At the bottom right of the form are three buttons: a grey "Back" button with a left arrow, a blue "Update my profile" button, and a grey "Cancel" button.

Click “**Update my profile.**” Now, you will change your password by clicking “**Change my password.**”



First, enter your existing password (this should be the one that is a combination of your date of birth and last 4 digits of SSN). Then create a new password.

### Change Password

Enter your existing password:

Enter new password:

Note: Password must meet complexity requirements

Confirm new password:

Once the new password has been confirmed, click the **"Change Password"** button. Sign out of the system by clicking your ID number in the upper right-hand corner and clicking **"Sign out."** The password enrollment process is complete.

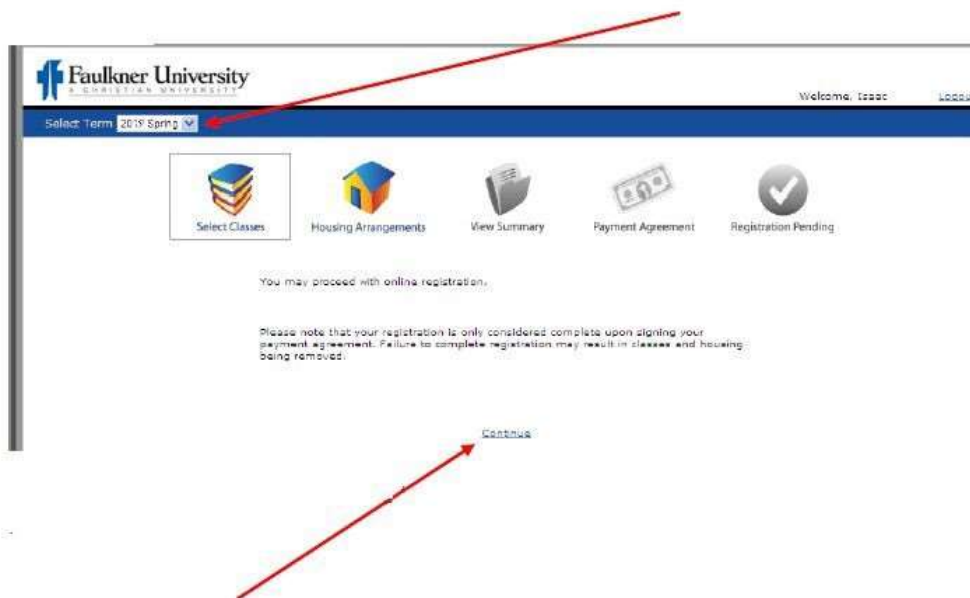
## GETTING STARTED WITH REGISTRATION

Go to <http://my.faulkner.edu> and enter your “**Login ID**” (Student ID Number) and “**Password.**”



The screenshot shows the Faulkner University logo at the top left. Below it is a blue box with the text "Faulkner Online" and "Enter your Login ID and Password to login". A link for "If you do not have a student account, click here." is provided. There are two input fields: "Login ID" and "Password". A "Login" button is at the bottom of the box.

When you log in, you will be directed to the online registration portal. Confirm that the term selected is “**Fall 2021.**”



The screenshot shows the Faulkner University logo at the top left. Below it is a blue bar with "Select Term" and a dropdown menu showing "2019 Spring". A red arrow points to this dropdown. To the right of the bar is "Welcome, t2222" and a "Logout" link. Below the bar are five icons: "Select Classes", "Housing Arrangements", "View Summary", "Payment Agreement", and "Registration Pending". Below these icons is the text "You may proceed with online registration." and a note: "Please note that your registration is only considered complete upon signing your payment agreement. Failure to complete registration may result in classes and housing being removed." A "Continue" button is at the bottom right, with a red arrow pointing to it.

Your Fall 2021 classes are part of Faulkner Law’s required curriculum and have already been added for you. Simply click on “**Continue**” to proceed with registration.

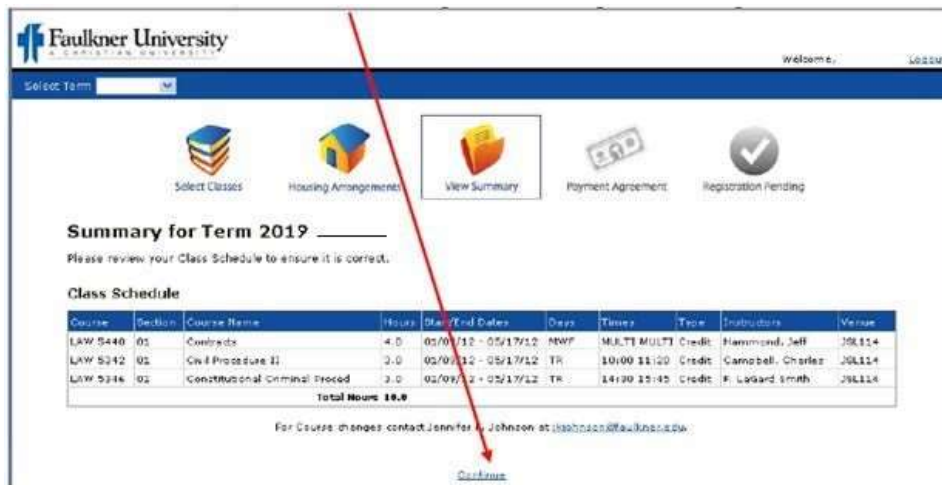
Federal reporting regulations require that Faulkner University collects data on the housing arrangements of each student. Please make the housing selection that most closely describes your living situation during the upcoming academic year. Click “**Finish**” to proceed to the next step.



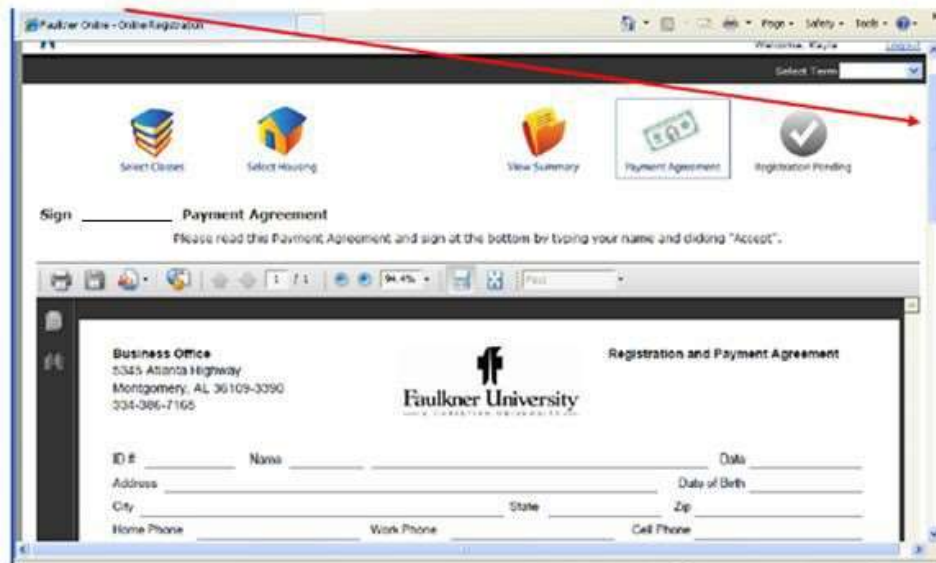
This will bring you to the **“View Summary”** page. You will have three courses selected for you. Print out your schedule for future reference.

Carolyn McCoy, the Faulkner Law Registrar, has been listed as your academic advisor. She will notify you when you can complete the registration process. Please wait until you receive a notification from the Faulkner Law Registrar before proceeding.

Click **“Continue”** to proceed with registration completion.



Your payment agreement, with all charges totaled, will display in .PDF format. You will need Adobe Reader to see this document. If you do not have Adobe Reader on your computer, you will receive a prompt to load/update the program on your computer. You can scroll to view the entire page of the document.



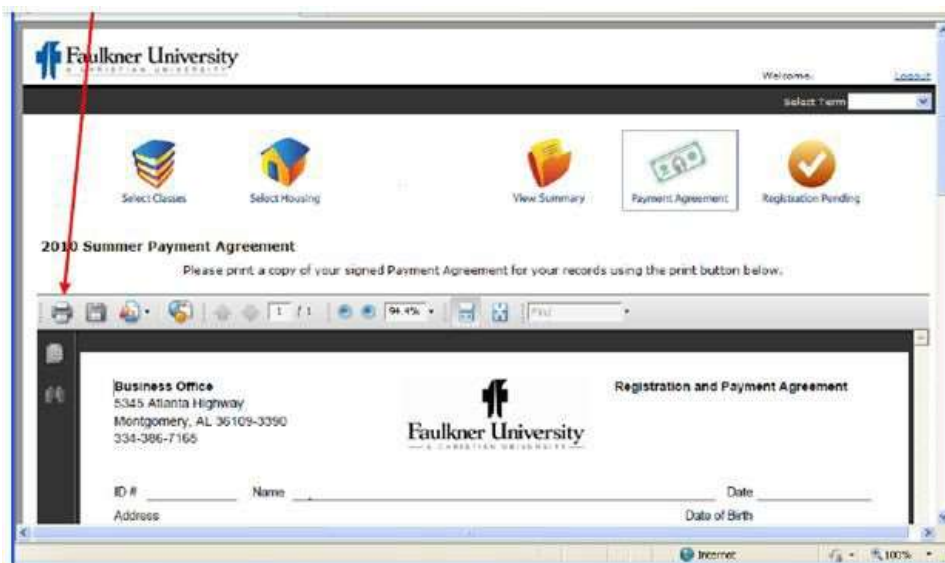
Please be sure to review the entire document for accuracy. This is only a statement of charges incurred with this term's registration. Please note that tuition is set at \$19,500.00 for the Fall 2021 semester. **Your Registration and Payment Agreement does not include any credits regarding your seat deposit, scholarship awards (if applicable), student loans, or advance payments.** These credits will be reflected on your billing statements available from Student Accounts (Business Office). If you have any questions regarding charges reflected on the Payment Agreement, please contact Student Accounts at (334) 386-7172 or [StudentAccounts@faulkner.edu](mailto:StudentAccounts@faulkner.edu).

If all information is correct, complete the form by agreeing to the terms of the Registration and Payment Agreement. To do so, scroll to the bottom of the document, electronically sign the document by entering your first and last name in the **"Name"** box and then click **"Accept"** at the bottom of the screen.

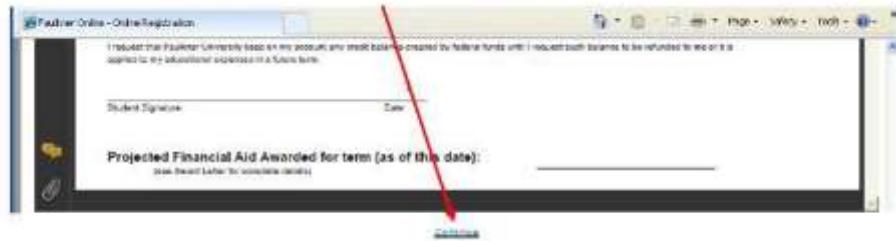
**IMPORTANT:** Your registration and financial aid requirements are not complete until you have **both** entered your first and last name and clicked **"Accept."**



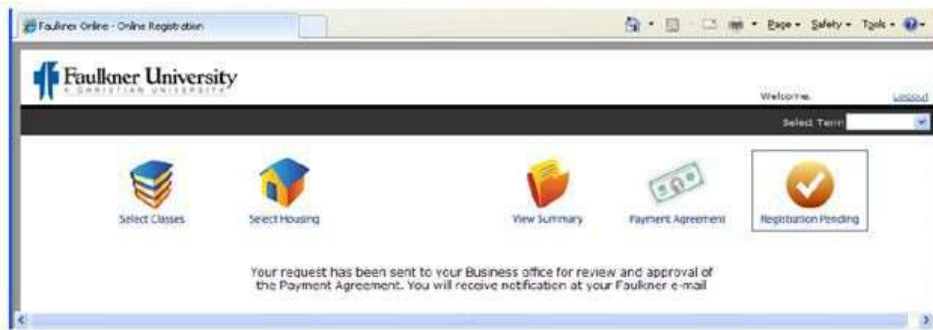
Please print a copy of the signed **“Registration and Payment Agreement”** for your records.



Then scroll to the bottom and click **“Continue.”**



You will see this message on the screen:



**Congratulations! You have now completed the Online Registration process.**

If there are any corrections needed, you will receive an email from Student Accounts at your Faulkner University email address requesting you to re-sign your payment agreement.



You will receive an email from Student Accounts after final Business Office approval has been given (please allow up to one week for processing and approval). The notice about Financial Aid in the email is a reminder to check to ensure you have completed the documents available on the hyperlink. Please direct any questions regarding your Financial Aid documents and status to Kristal Darnell, Financial Aid Officer, at (334) 386-7484 or [kdarnell@faulkner.edu](mailto:kdarnell@faulkner.edu).

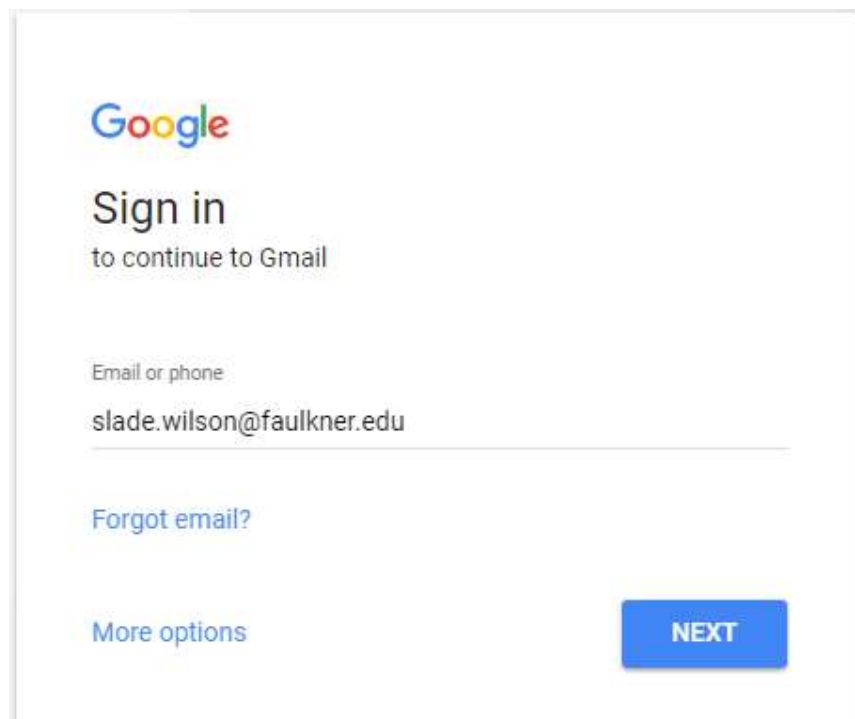


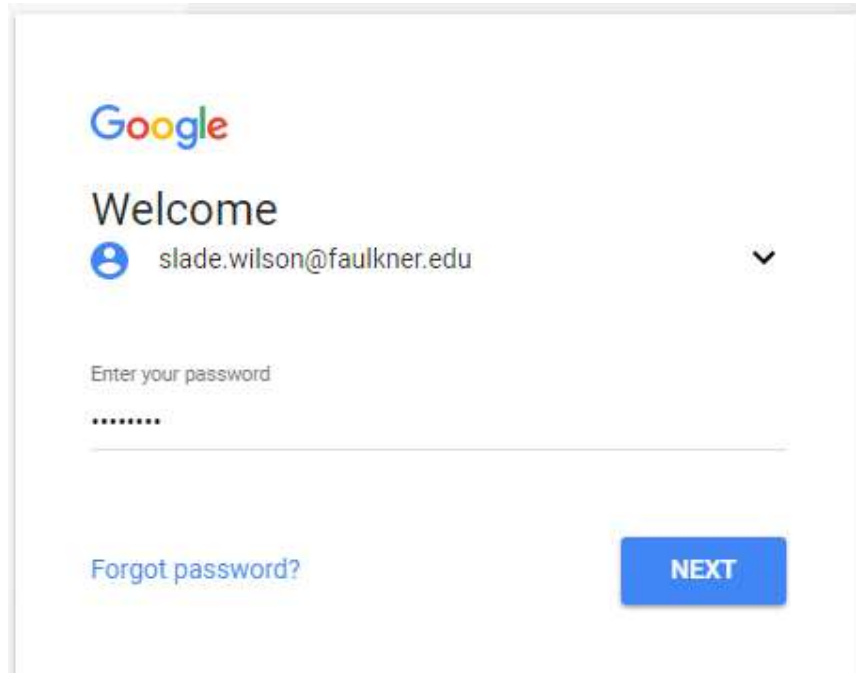
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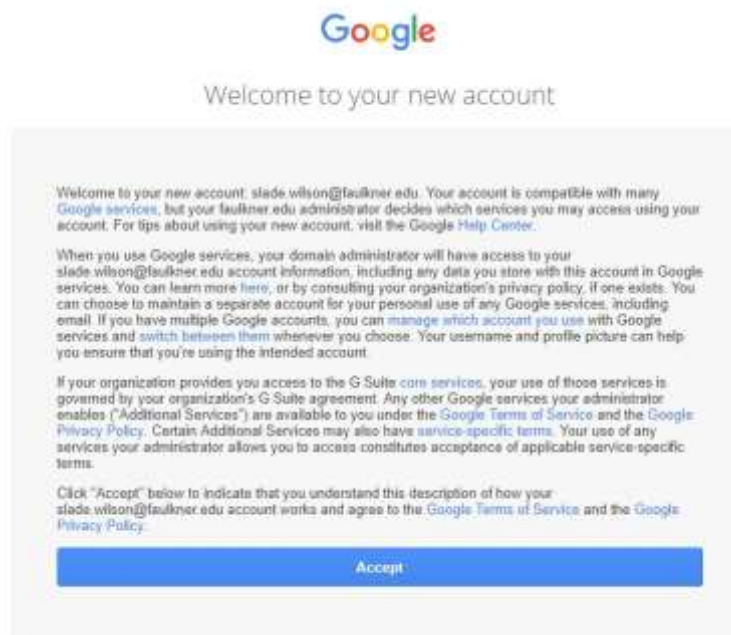
### Email Instructions

After completing the password enrollment process, you should be able to log in to your email account. To do this, simply go to [gmail.com](http://gmail.com) and login with your Faulkner University email address. Your address should be `firstname.lastname@faulkner.edu`. Using the example above, the email address for that person would be `slade.wilson@faulkner.edu`. Your password will be the one you have changed it to during the password enrollment process.





Once you have entered your login credentials correctly, you should see a screen that looks like this:



Click **"Accept."** Congratulations! You have now accessed your Faulkner University email account!