



## ACCESS Orientation Online Registration Form Instructions



**\*\*\*Before you begin, you must have your Morgan username and password.\*\*\*  
**\*\*\*If you do not have your username and password, call 443-885-HELP (4357).\*\*\*****

**\*\*\*ONLY PAYMENTS MADE THROUGH THIS REGISTRATION PROCESS WILL BE ACCEPTED. DO NOT MAKE ANY PAYMENT VIA THE OFFICE OF THE BURSAR OR THROUGH YOUR PERSONAL WEBSIS ACCOUNT. ANY PAYMENT MADE OUTSIDE OF THIS REGISTRATION PORTAL WILL DEEM YOUR REGISTRATION INCOMPLETE!!!\*\*\***

1. Go to the link listed below:

<https://www.morgan.edu/access>

2. Click *ACCESS Orientation Program: Online Registration* at the bottom of the page.

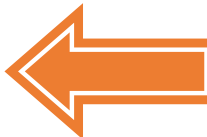


Have you read the Welcome Letter, Online Registration Instructions, and Frequently Asked Questions? Do you have your official Morgan State University username and password that was sent to you in your acceptance letter from the Office of Admission & Recruitment? Do NOT click on the registration link below if the answer to any of these questions is "no".

Register now using the link below;

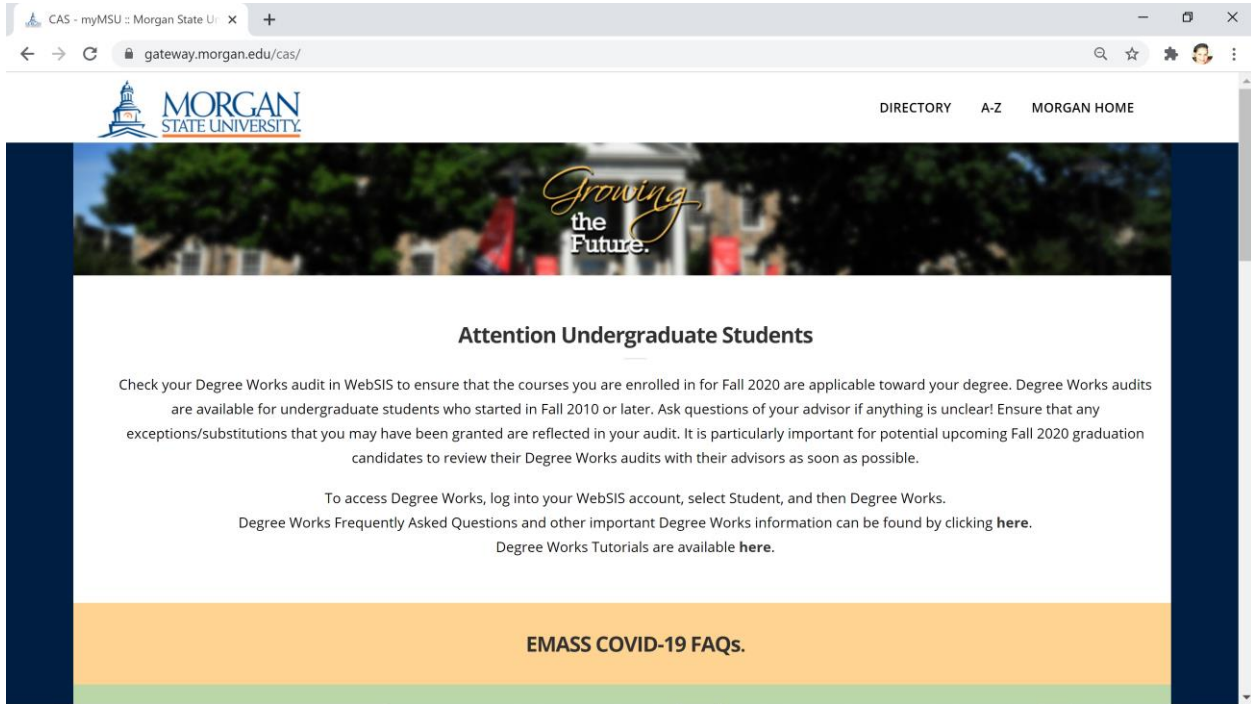


[ACCESS Orientation Program: Online Registration](#)

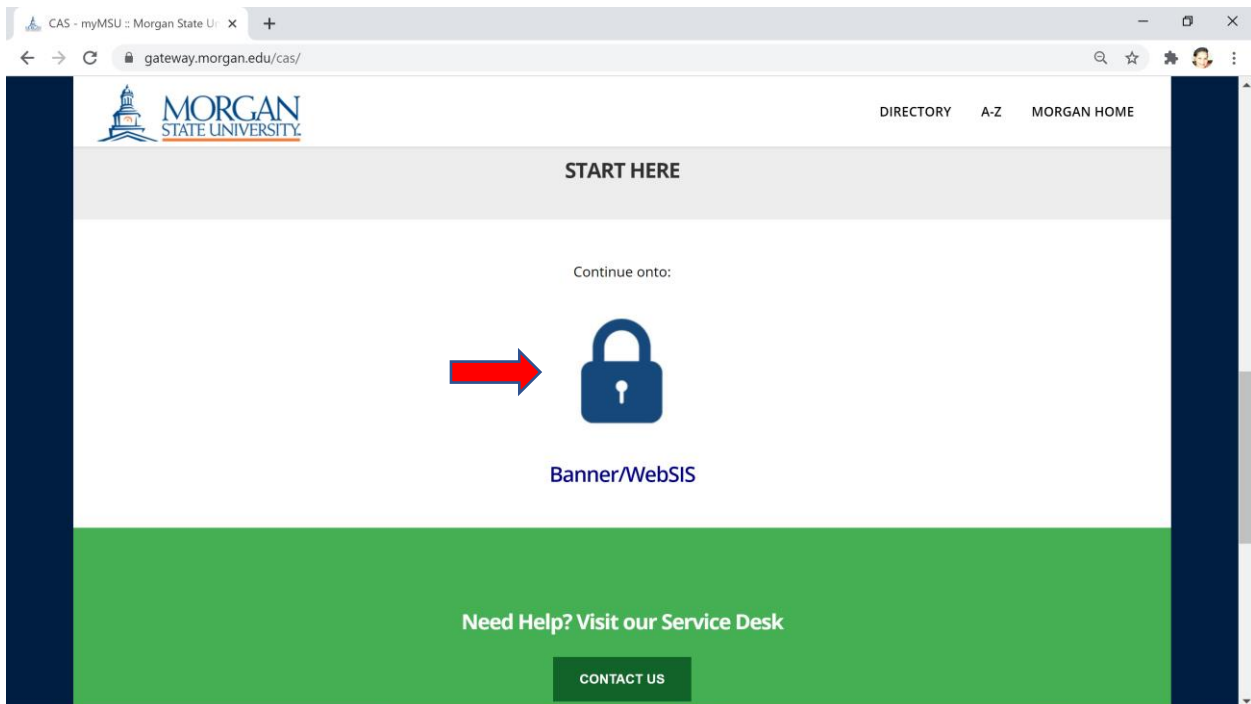


(flip over for further instructions)

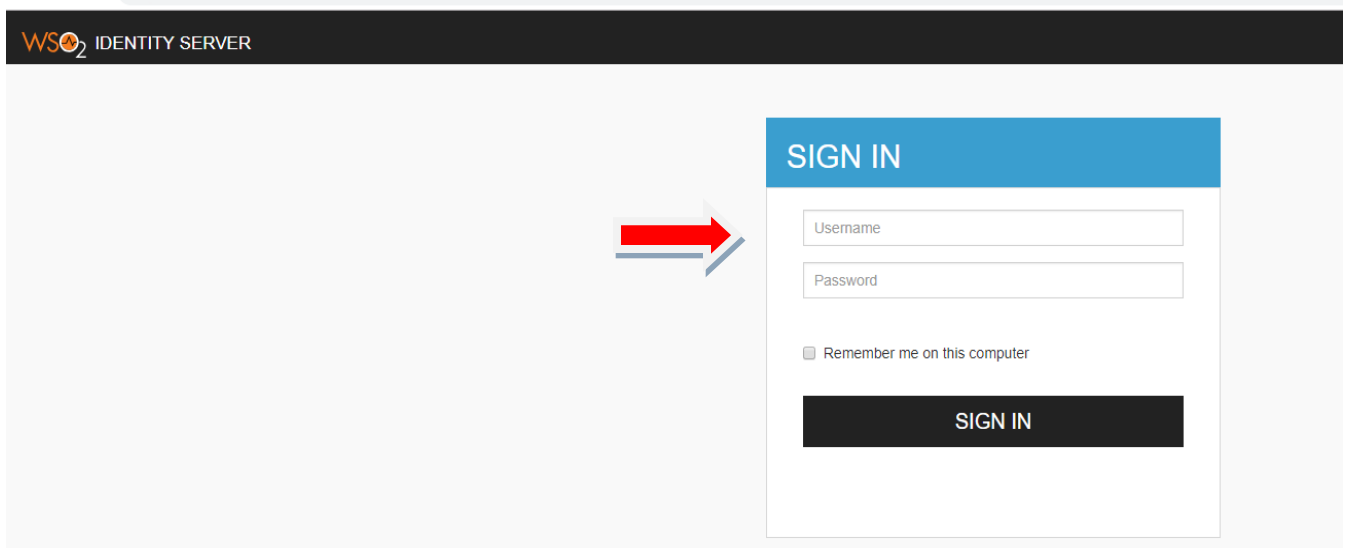
3. You will be directed to the Banner Links page where you will select WebSIS.



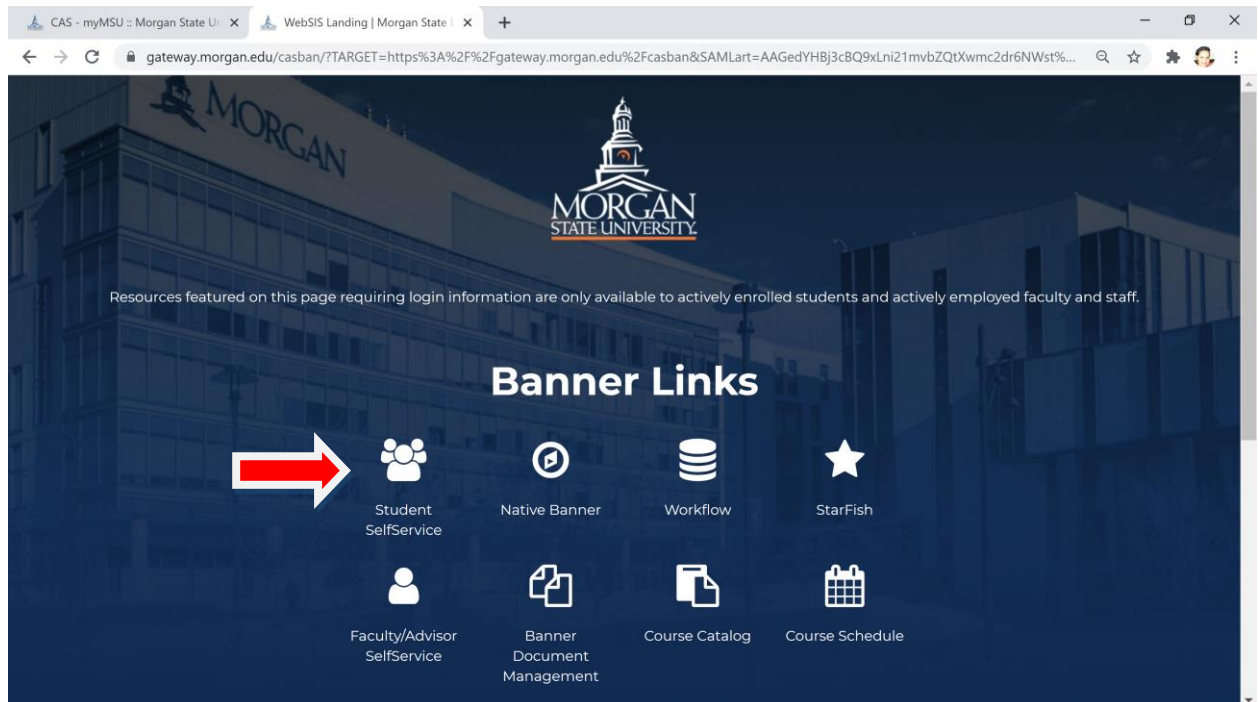
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4. Input your Morgan username (**without** the “@morgan.edu”) and password.  
(Example: If your email address is [gesaw1@morgan.edu](mailto:gesaw1@morgan.edu), input only gesaw1.)



5. In the Main Menu, click on the “Student SelfService” option under the menu.



## 6. Click the ACCESS Orientation option.

The screenshot shows the 'Student Self Service' page. At the top, there's a header with the 'ellucian' logo and the user's name 'Dr. Tiffany B. Mfume'. Below the header, the page title is 'Student Self Service'. A greeting message says 'Hello Dr. Tiffany B. Mfume, This is the entry page for Banner Student Self Service. You can also navigate to the following pages using the Banner menu on the header (Alt+M) depending on your role at the institution.' A main menu is displayed with a red arrow pointing to the 'Access Orientation' link. The menu items are organized into two columns:

|                                      |                                |
|--------------------------------------|--------------------------------|
| Financial Aid                        | Institutional Aid              |
| Student Profile                      | Apply to Graduate              |
| View Grades                          | View Application to Graduate   |
| Academic Transcript (Unofficial)     | Degree Works                   |
| Request Official Academic Transcript | Registration                   |
| View Status of Transcript Request    | Starfish                       |
| View Status of Enrollment            | Schedule Planner               |
| Account Detail For Term              | Tax Notification (1098-T)      |
| Account Summary                      | Statement and Payment History  |
| Account Information                  | Payment and Deposit Processing |

At the bottom, there is a footer with contact information and a copyright notice: '© 2013-2020 Ellucian Company L.P. and its affiliates. All rights reserved.'

## 7. Select the ACCESS Orientation option under the Main Menu.

The screenshot shows the 'Main Menu' page of the WebSIS system. At the top, there's a header with the Morgan State University logo and 'WebSIS'. Below the header, there are navigation tabs for 'Student', 'Faculty Services', 'Employee', and 'Finance'. A search bar is present with a 'Go' button. The 'Main Menu' section is highlighted with a yellow bar. A red arrow points to the 'Access Orientation' link, which is underlined. Below it, there's a sub-link 'First Time Access Orientation Registration \*\*ONLY\*\*'. Other menu items include 'Canvas', 'Student', 'Employee', 'Finance', 'Maryland Online Voter Registration System', and 'Campus Directory'. At the bottom, there's a 'RELEASE: 8.9.1' notice and a copyright notice: '© 2021 Ellucian Company L.P. and its affiliates.'

**\*\*DON'T FORGET\*\***

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