IQ Web Instructions:

1. To get started, visit the Albright website at www.albright.edu and click on the IQ Web icon.

2. Next, click on the Login button.
3. Enter your Login ID and Password. Your Login ID is the same as your Webmail username. Your Password is your first initial of your first name, first initial of your last name, followed by the last 4 digits of your social security number.

4. Click on the link for Online Registration.
5. Click on the “Go” button.

6. To search and register for courses, click on the link for course search.
7. To refine your search, select 01 Session from the Session Drop Down.

8. To register for a course, select the “Add to cart” link.

For a course description, click on the course link.
9. If the course was added, this box will appear on your screen. Next, click the “Close this window” link. Repeat these steps to register for additional courses.

10. Click the “Back to Registration” link.

IMPORTANT!!
You have NOT finished! In order for you to make your course selection “official”, you must process the registration.
11. To **process** the registration, check the box located to the left of the course(s) you just added, and then click the “Process” link.
Congratulations!!! You have completed the process.

A few notes to remember:

1. To make changes after you have processed your schedule, select the “Make Schedule Changes” link.
2. To drop a course, check the “Drop” box next to course. To add a course, follow the steps above for adding a course. After you have made your changes, select “Process”.
3. Online Registration will be open through December 1, 2006. After this date, all changes must be made through the Registrar’s Office.
4. Should you encounter problems or have any questions with the IQWeb system, please contact your academic advisor or the helpdesk at 610.921.7676 or ext. 7676. Questions about courses, course requirements, prerequisites, etc. should be directed to your academic advisor or the Registrar’s Office at 610.921.7256 or ext. 7256.