



## Student Portal Registration Instructions

CAMS Student Portal (<http://estudent.ants.edu>) provides students access to their information including online registration, transcripts, billing, financial aid, online documents, course content and grades.

Web browsers supported for the Student Portal are:

- Windows – Internet Explorer 7 & 8 and Firefox 2.x & 3.x
- Mac – Safari 3.01 (or greater) and Firefox 2.x & 3.x

### Student Portal Login

**Student Portal Login**  
**Note: Required fields are marked with an asterick (\*)**

\*Username:

\*Password:

Term:

[Forgot Password?](#)  
Contact your portal admin if you forgot your Username

**Login**

1. Enter Portal User Name and Password.
  - a. **Note:** For returning students, your Username and Password will be the same as what was assigned to you for your Connect! Account. **If you are a new student the information will be e-mailed to you. If you haven't received it, please contact the helpdesk at ext. 2402**
2. Select the Term then click the **Login** button.
  - a. **Note:** If you login unsuccessfully 4 times, on the 5<sup>th</sup> login attempt, your IP address will be locked from further access. Call the IT Helpdesk **at ext. 2402** to renable your account.

# Navagating the Home Page

Logging in will display the Student Portal home page. The news section displays items important for students to see when accessing the portal.

## Student Portal News

Friday, July 15, 2011



### ANTS Student 1

Current term: SP11 ([change](#))

[Edit Profile](#) | [Change Password](#) | [Logout](#)

### Student Portal

- Home
- Calendar
- Student Directory
- Document Tracking
- Job Search

### Administrative Services

- Course Offering
- Degree Audit Options
- [Registration](#)
- My Transcript
- My Ledger
- My Financial Aid
- My Grades
- My Housing

### Course Management

- My Courses

# Welcome to Andover Newton Theological School

## Schoology On-Line Learning

Click on the  
Registration link of  
the navigation  
bar.

## SCHOLARSHIPS:

### My Courses

#### Course Name

[607/807]Interfaith Dialogue and Action: Hebrew College & An

Homeless Families: Housing Families, Inc.

Advanced Field Education Second Semester

Foundations in Supervisory Ed.

[EL/637/837] Understanding Interfaith Dilemmas

Biblical Hebrew II

[OLDT/WOTA649/849] Wisdom from the Ancients

[ETHI/JUST/TMPL] Christian Ethic and US Civil Society:Consum

### My Calendar

July's Events ([View](#))

## Course Registration:

Online registration is accessed via the **Registration** link of the navigation bar (see above). The Unofficial Registration page provides course filter search options in order to display only desired courses, pending courses, and optionally, completed courses.

Any pop-up blockers must be turned off when accessing the Student Portal Registration. When first logging in if pop-up blocking is enabled a message will display indicating that pop-ups are blocked and to disable them. This message will display again when students click the Registration link. **If all pop-up blockers are not turned off, Registration will be cancelled.**

### Message from webpage



Pop-up blocked Please disable pop-up blocker.

OK

# Step-By-Step: Register For a Class

1. Click **Registration** on the menu. The Unofficial Registration page opens with the student's current schedule displayed at the top of the page. Unofficially registered courses may be dropped by selecting the checkbox next to the appropriate class. A course labeled **Not Allowed** cannot be dropped from the portal and must be dropped by the Registrar. Courses available for registration are displayed in the lower portion of the page.
  - a. To register for a specific class, click the check box to the left of the course you want to register for. You can register to take the course for credit or to audit the course for no credit.

## Unofficial Registration

Current term: FA11

Student Portal

Process Registration or Cancel

Powered By  
**CAMS**  
THREE UNIVERSITIES  
SYSTEMS

Registration for multiple sections of the same courses is not allowed.  
You may add yourself to the waitlist for courses that are full or already have a waitlist.

Cancel Process Registration

Show Academic Information

Show Filter

Show Pending Courses

This is your current schedule for the FA11 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time	Date
Current Offering for Term: FA11								
Educational Ministry of Church [CMED601] 40 seats left								Start-End Dates: 9/13/2011 - 12/12/2011
<input type="checkbox"/> Credit	<input type="checkbox"/> Audit	Instructor	Credits Campus	Room	Days	Date	Time	
		Pazmino, Robert W	3 Main	DHAL-201	M	Weekly	9:00 AM - 11:50 AM	
Educational Ministry Across the Life Span [CMED605] 40 seats left								Start-End Dates: 9/14/2011 - 12/14/2011
<input type="checkbox"/> Credit	<input type="checkbox"/> Audit	Instructor	Credits Campus	Room	Days	Date	Time	
		Pazmino, Robert W	3 Main	DHAL-201	W	Weekly	6:00 PM - 8:50 PM	
Religious Education in the UU Church: History & Practice [CMED640] 40 seats left								Start-End Dates: 9/13/2011 - 12/12/2011
<input type="checkbox"/> Credit	<input type="checkbox"/> Audit	Instructor	Credits Campus	Room	Days	Date	Time	

Done

Internet

100%

2. Click **Show Academic Information** to display Advisor, Major and Minor.
3. Click **Show Filter** to expand the Course ID Filter section.

Selecting **Class Summary Only** will display only the course number and course name of each class without any times, rooms or instructor details.

Selecting **Completed Courses** will display a list of the student's completed courses and will assist in course selection.