

# Quick Outline for Using Access Stout

1. Start at the UW-Stout homepage: <http://www.uwstout.edu>
2. On the Quick Links line, click on **Access Stout**
3. Click on the **Students** tab
4. Without logging in you can access course offerings and availability
  - **Search for Sections:** a “live time” search
  - **Open Courses Listing:** not just “open” courses, not “live”, updated 3 times per day
5. Log in (Stout username and password) to access **your files** on the university’s administrative computer
  - **Financial Profile:** view account statement, pay bill, view financial aid info
  - **Registration Profile:** Search for Sections, Open Courses Listing, Register/Add, Drop Courses
  - **Academic Profile:** view end-of-term grades, GPA by term, transcript, degree audit (program evaluation), placement test results, view/print class schedule
6. When choosing courses make note of:
  - **Subject Code** (i.e. **ENGL** for English)
  - **Course Number** (immediately follows Subject Code: **ENGL 101**)
  - **Section Number** (3-digit number, immediately follows Course Number: **ENGL 101- 027**)
  - **Synonym Number** (5-digit number, interpreted by the computer as the same as Subject Code-Course Number-Section Number, is semester-specific)
  - **Course Title** (write some abbreviation that makes sense to you)
  - Make sure the sections you choose are open and fit
7. Ready to register
  - May choose **Search and Register**; looks like Search for Sections
  - May choose **Express Registration**; type only Synonym numbers, OR Subject Code, Course Number, Section Number, and Term
  - Choose an Action: **Register** or **Remove from list**; if you don’t want a course anymore you must remove it from your list
  - **Read each screen** – look for screen titled **Registration Results**
8. Go to the Access Stout main menu and click on **My Class Schedule** to confirm that you are registered for courses. If your courses are there, you are registered.
9. **Log out**, don’t just close with the red X!