The u.select Home Screen

Find Students
Search for students at your school, view a student’s course list, see their plans, change the student’s password, edit their information or delete the student’s account.

Find Student Accounts
1. Enter the User ID, a partial User Name or a partial e-mail for the student.
   Note: the minimum authority level, the role the user chose when creating the account, the dates of account creation, the days since last activity, and number of logons can be used to narrow the results.
2. Click Find and review the results. The results area allows you to reset Passwords, Edit accounts and Delete accounts.
3. Selecting the user’s name will bring up a summary for the student including the user’s information, course list, and plans.

Reset Student Passwords
1. Select the Password icon to change the user’s password and have it e-mailed to the student.

Edit Student Accounts
1. Select the Edit icon to edit the user’s information.

Delete Student Accounts
1. Select the Delete icon and click Delete.

Viewing Student Courses and Plans
You may see the courses your students have saved.
- Find your student as before
- Click on their name in the search results.
- Expand the list of courses under Student Courses.

You may also view any plans the student has ran.
- Find your student as before
- Click on their name in the search results.
- To view a plan, click any of the blue highlighted links.

Search for Equivalent Courses
View all schools that have equivalencies for a specific course at ISU.
- Under the Courses heading select Equivalencies by Course.
- Choose the State and School where the courses will be transferred.
- Input the Department and Course number of the courses you need.
- Choose where the course will be taken.
- Click on Find

Create and Account
- Click Get Started and then Register Now!
- Select Indiana, Indiana State University and Next.
- Enter your name, User ID, password, and e-mail, user role and click Submit.
- An e-mail will be sent to you to confirm your account.
Be sure to record your User ID, School ID and password for future sessions in u.select.

Making Changes to Your Profile or Password
- Click on My Profile in the tool bar at the top of the page.
- Make any desired changes and click Update.
- To change your password choose Change Password in the left menu
- Fill in the 3 required boxes and click Change Password.

Be sure to record any changes you made for future use.
- If you forgot your password, click on Forgot password? At the login screen.

Keep your information safe.
Always Remember to Logout of u.select!

Student Accounts
Please advise your students to create their account at Indiana State University (ISU) – you only have access to ISU accounts.
Students should register in u.select using their last name and first initial or their user name in the portal if they are already an ISU student.

Instructions for Student
- Click Get Started and then Register Now!
- Select Indiana, Indiana State University and Next.
- Enter your name, User ID, password, and e-mail, user role and click Submit.
- An e-mail will be sent to you to confirm your account.
Be sure to record your User ID, School ID and password for future sessions in u.select.
Creating and Viewing Plans

Creating a plan in u.select will allow you to see how courses will fit into the requirements of an ISU program. This is likely the most useful u.select function for students planning to transfer as you can run an unofficial degree audit for planning. The plan lists all requirements for the selected degree and indicates which requirements are met and what remains to be completed. You can use this function to help you select the degree program at ISU that is right for your student!

Your ISU students can use it, too, to plan coursework at other institutions such as picking up a course at a local college over the summer.

### Creating a New Plan

- Under the Programs heading select Create a Plan.
- For State and School choose Indiana and Indiana State University.
- Three quick steps will take you to a specific degree at ISU.
  - Click on the academic area/college.
  - Select the degree type (e.g. BA, BS, etc.)
  - Select the program.
- Choose the appropriate catalog year and term – the default is the current year.
- Choose your Plan Type:
  - **Request a Plan** gives you a regular degree audit that displays courses required to meet the program you selected at ISU. The courses you have completed or planned will be evaluated and applied to the degree requirements.
  - **Request a Plan with Equivalencies** provides the same information as above, but includes the addition of green text telling you what courses at the selected source institution fulfill outstanding requirements.
- Whether you requested a regular Plan or a Plan with Equivalencies, the screen shows you the details of your request for verification. If the information is correct, click Submit.

Keep in mind, all planning guides are run with the most recent curriculum for the major/program you selected. All degree plans will be rerun for the student when accepted at ISU.

### Viewing a Plan

- Under the Programs select My Plans.
- Plans are listed.
- Click the blue highlighted plan under Program heading.
- The plan will open in a new window.

### Find Programs

Search schools that offer a program and review the requirements.

- Under the Programs heading select Browse Programs by School.
- Select the State and School of choice.
- Program choices available from the school will be listed.
- Select the academic area/college and program.
- The audit will open in a new window.

**Note:** This will not pull classes taken into the audit.

### Schools

Provides a quick way to find information about a specific school including the location and size.

- Under the Schools heading select Search Schools.
- You can then search for a school name or choose the Advanced option and find schools based on various criteria you specify.
- Also under the Schools heading you can select School Information Links. Choose a state and school to view web links to registration, admissions, financial aid and more.

### View School’s Catalogs

Provides a link to course catalogs of other colleges.

- Under the Courses heading select View School’s Catalogs.
- Select the state for the school you are searching for.
- Click on the blue highlighted link of the catalog you want to view.

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### Important ISU Numbers and Web Sites

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<thead>
<tr>
<th>Office of Admissions</th>
<th>Student Financial Aid</th>
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<tbody>
<tr>
<td><a href="http://www.indstate.edu/admission">www.indstate.edu/admission</a></td>
<td><a href="http://www.indstate.edu/finaid">www.indstate.edu/finaid</a></td>
</tr>
<tr>
<td>800-GO-TO-ISU or 800-468-6478</td>
<td>800-841-4744</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>State of Indiana Transfer Site</th>
<th>Registration and Records</th>
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<tbody>
<tr>
<td><a href="http://www.transferin.net">www.transferin.net</a></td>
<td><a href="http://www.indstate.edu/registrar">www.indstate.edu/registrar</a></td>
</tr>
<tr>
<td><a href="http://www.indstate.edu/transfer">www.indstate.edu/transfer</a></td>
<td>812-237-2020</td>
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| Transfer Central | 888-237-8080 or 812-237-8080 |