College Scheduler

These instructions are meant to assist in logging into the admin page of College Scheduler. We have been able to create an advisor account that will allow all advisors to log into the admin site for the system.

Guest Mode: **Create and print a schedule**

1. Contact your Department Head or the AAC for the link, user ID, and password
2. Click on "Sample Student Login" link
3. Leave csadvisor@atu.edu in the student ID field, check the "Guest Mode" box, click "Login"

This will allow you to create a schedule and print it.

Non-Guest Mode: Create, print, and submit a schedule to student's cart for later self-registration

1. Contact your Department Head or the AAC for the link, user ID, and password
2. Click on "Sample Student Login" link
3. Enter the student's T-number in the student ID field, make sure "Guest Mode" box is unchecked, click "Login"

This will allow you to create a schedule, print it, and send it to the student's cart so they can later use their registration code to officially register in OneTech.