

OPUS Student Self-Registration Instructions

OPUS can be found at: www.opus.emory.edu

STEP 1: Log-in to OPUS

Log-in using the username and password you received during the admissions process.

Did you forget or not receive an OPUS username and password?
Go to <https://www.app.emory.edu/acm/getpassword.cfm> to obtain a network ID and password

Oracle | PeopleSoft Enterprise 8 Sign-in - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://satest.cc.emory.edu/psp/satest/EMPLOYEE/HRMS/?cmd=logout>

Calendar Directory Employment Search Help Site Index

EMORY O. P. U. S. EMORY UNIVERSITY
Online Pathway to University Students

Please login by entering your Network ID and password, then press the "Sign In" button.

User ID: THEOTEST
Password: *****

Sign In

Faculty, Staff, Current Student, or Applicant?
[Obtain Network ID and Password.](#)

[Trouble signing in?](#)

To ensure the confidentiality and protect the integrity of sensitive information within the system, you **MUST** close the browser after logging out of each session.

OPUS is intended for use with Internet Explorer. OPUS will work with most commonly supported browsers. Some users have experienced page display issues using Safari 2.0.

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STEP 2:
Click "enroll" on the top left of the page to start registering

The screenshot shows the OPUS at Emory Student Center interface in a Microsoft Internet Explorer browser window. The browser's address bar displays the URL: https://satest.cc.emory.edu/psp/satest/EMPLOYEE/HRMS/h/?tab=EU_SA_TABS_STUDENTCENTER. The page title is "Theology's Student Center (0754716)".

Key features and annotations on the page include:

- Academics Section:** Contains a link for "Enroll My Academics" and a message: "You are not enrolled in classes." A red box with the text "Click on 'Enroll' to start registering" points to the "Enroll My Academics" link.
- Tip:** A red box with the text "Tip: This is your Student ID#, also called EMPL ID# - memorize it!" points to the student ID "0754716" in the page title.
- Message:** A red box with the text "Your Name will be here" points to the top left corner of the page content area.
- Search:** A "SEARCH FOR CLASSES" button is located in the top right of the main content area.
- Announcements:** A "Headline" section with the text "Welcome to the New OPUS!".
- Holdings and Clearances:** A section titled "No Holds".
- To Do List:** A section titled "Financial Aid" with a count of "2" and a "details" link.
- Enrollment Dates:** A section with a link "Open Enrollment Dates".
- Academic Advisor:** A section titled "Program Advisor" listing Jacob Wright with email addresses jlwigh@emory.edu and jlwigh@emory.edu.
- Emory Links:** A section with links for "Blackboard", "Learnlink", "Library", "Housing/Dining", "Parking", "EmoryCard", "MedBuddy", and "HR Self Service".
- Finances Section:** Includes "My Account" with links for "Billing / Account Inquiry", "Payment Options", "Make EmoryCard Deposit", "Direct Deposit Setup", and "View 1098-T Tax Data". It also shows an "Account Summary" with a "Total Account Balance" of \$0.00 and a note about a 1.25% finance charge.
- Personal Information:** Includes "Demographic Data", "Emergency Contact", "Guest Access", "Health Insurance Waiver", and "Emergency Alert" links. It also shows "Contact Information" with "Preferred Address" and "Home Address" both listed as "123 South Main, Bishops Hall, GA 12345-6789, Dekalb".
- Admissions Section:** Includes links for "Emory School Links", "View Online Decision", "Event Registration", and "View Your Events". A message at the bottom states "You do not have any pending" with a "details" link.

STEP 3:
Select enrollment term

The screenshot shows the 'Add Classes' page for a Theology Student. The page includes a navigation menu on the left, a search bar, and tabs for 'Enroll', 'My Academics', 'Degree Planning', and 'Search'. Below the tabs are buttons for 'add', 'drop', 'swap', 'edit', and 'term information'. The 'Add Classes' section is active, showing a 'Select Term' table with two rows: 'Summer 2008' and 'Fall 2008'. The 'Fall 2008' row is selected with a radio button. A 'CONTINUE' button is visible to the right of the table. A red box with arrows points to the 'Fall 2008' radio button and the 'CONTINUE' button, containing the text: 'Select the term you are trying to register for and then click "Continue"'. The status bar at the bottom shows the URL: javascript:submitAction_win1(document.win1,'DERIVED_S5S_SCT_SSR_PB_GO');

STEP 4:
Add a class

The screenshot shows the 'Enrollment: Add Classes' page in Microsoft Internet Explorer. The browser address bar shows the URL: https://satest.cc.emory.edu/psp/satest_1/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL. The page header includes the Emory University logo and navigation links like 'THEOTEST on SATEST', 'Home', 'Add to Favorites', 'Ask OPUS', and 'Sign out'. A left-hand menu lists various services, with 'Enrollment Add Classes' selected. The main content area is titled 'Theology Student' and includes tabs for 'Enroll', 'My Academics', 'Degree Planning', and 'Search'. Under the 'Enroll' tab, there are buttons for 'add', 'drop', 'swap', 'edit', and 'term information'. Below this, the 'Add Classes' section shows a '1. Select classes to add' step. A 'Fall 2008 | Theology | Emory University' section has a 'change term' button. A form titled 'Add to Cart' contains an 'Enter Class Nbr' field with the value '4218' and an 'enter' button. A 'Find Classes' section has a 'Class Search' field and a 'search' button. A 'Fall 2008 Shopping Cart' section displays the message 'Your enrollment shopping cart is empty.' A red callout box with a white background and red border points to the '4218' in the 'Enter Class Nbr' field with the text: 'Enter the 4-digit OPUS Class # for the class you want, and then click "Enter". You can find the 4-digit class # in the course registration information packet you received, or by searching in OPUS.'

STEP 5:
Verify course # entry

The screenshot shows the 'Add Classes' page for a Theology Student. The page includes a navigation menu on the left, a search bar, and tabs for 'Enroll', 'My Academics', 'Degree Planning', and 'Search'. The 'Enroll' tab is active, showing 'Add Classes' and '1. Select classes to add - Enrollment Preferences'. The course 'OT 501 - Interpret Of The Old Test I' is selected, with details for 'Class Preferences' including 'OT 501-001', 'Lecture', 'Open', 'Permission Nbr', 'Grading' (Graded), and 'Units' (3.00). A table of sections is displayed below:

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	WeFr 9:30AM - 10:50AM	Candler School of Theology 102	Jacob Wright	08/29/2008 - 12/05/2008

Navigation buttons include 'CANCEL', 'PREVIOUS', and 'NEXT'. A red box highlights the 'NEXT' button and the 'go to ...' dropdown menu, with arrows pointing to them. The text box contains the following instructions:

Verify that the course # you entered is the correct course and then click "next". If it's not the correct course, then click "previous" to go back to the previous page.

STEP 6:
Complete course entry

Repeat Steps 4 and 5 until you have added all the classes you want to take

The screenshot shows the 'Enrollment: Add Classes' page in Microsoft Internet Explorer. The browser address bar shows the URL: https://satest.cc.emory.edu/psp/satest_1/EMPLOYEE/HRMS/cj/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL. The page title is 'Enrollment: Add Classes - Microsoft Internet Explorer'. The Emory University logo is visible in the top left. The page content includes a 'Theology Student' header, navigation tabs for 'Enroll', 'My Academics', 'Degree Planning', and 'Search'. Below these are buttons for 'add', 'drop', 'swap', 'edit', and 'term information'. The main section is titled 'Add Classes' and contains a step-by-step guide. A green notification box states: 'RP 653 has been added to your Shopping Cart.' Below this is a 'Fall 2008 | Theology | Emory University' section with a 'change term' button. A table titled 'Fall 2008 Shopping Cart' lists two classes:

Delete	Class	Days/Times	Room	Instructor	Units	Status
	OT 501-001 (4218)	WeFr 9:30AM - 10:50AM	Candler School of Theology 102	J. Wright	3.00	
	RP 653-000 (4583)	We 2:30PM - 5:30PM	Candler School of Theology 501	J. Snarey	3.00	

Below the table is a 'PROCEED TO STEP 2 OF 3' button. A red box with arrows points to this button and the 'Status' column of the table, containing the following text:

When all the courses you want to take are listed and open (=green circle), click "Proceed to Step 2 of 3".

If a class is closed (=blue square), delete the class (=click on the trash can) and add another class.

Step 7: Process enrollment

The screenshot shows the 'Theology Student' enrollment page. At the top, there are navigation tabs: 'Enroll', 'My Academics', 'Degree Planning', and 'Search'. Below these are sub-tabs: 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes' with a page indicator '1'. The instructions state: 'Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.'

The current session is for 'Fall 2008 | Theology | Emory University'. There are 'Open' and 'Closed' status indicators. A table lists the classes to be enrolled:

Class	Description	Days/Times	Room	Instructor	Units	Status
OT 501-001 (4218)	Interpret Of The Old Test I (Lecture)	WeFr 9:30AM - 10:50AM	Candler School of Theology 102	J. Wright	3.00	●
RP 653-000 (4583)	William James Psych,Rel,Eth (Lecture)	We 2:30PM - 5:30PM	Candler School of Theology 501	J. Snarey	3.00	●

At the bottom of the table are buttons for 'CANCEL', 'PREVIOUS', and 'FINISH ENROLLING'. A red box on the right contains the text: 'Verify that all the classes you want are listed and click "Finish Enrolling". OPUS will process your registration.' Red arrows point from this box to the 'FINISH ENROLLING' button and the table.

Step 8: View Enrollment status

The screenshot shows the 'Enrollment: Add Classes' page in Microsoft Internet Explorer. The browser address bar shows the URL: https://satest.cc.emory.edu/psp/satest_1/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL. The page title is 'Enrollment: Add Classes - Microsoft Internet Explorer'. The Emory University logo is visible in the top left corner. The page content includes a navigation menu on the left, a search bar, and a table of enrollment results. The table has three columns: 'Class', 'Message', and 'Status'. The first row shows 'OT 501' with the message 'Success: This class has been added to your schedule.' and a green checkmark in the status column. The second row shows 'RP 653' with the message 'Success: This class has been added to your schedule.' and a green checkmark in the status column. Below the table are buttons for 'MY CLASS SCHEDULE' and 'ADD ANOTHER CLASS'. A red arrow points from the 'MY CLASS SCHEDULE' button to a red box containing the text: 'Click "My Class Schedule" to see other views of your schedule'. Another red box on the right contains the text: 'View status of your enrollment. If you receive an error message that you are not able to resolve, contact candlerregistrar@emory.edu with your EMPLID#, the class you are trying to enroll in, and the error message you received. It's often a schedule conflict or the class is full. If this is the case, select "add another class" to try another option.'

Enrollment: Add Classes - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://satest.cc.emory.edu/psp/satest_1/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL

EMORY

THEOTEST on SATEST Home Add to Favorites Ask OPLUS Sign out

Menu

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Health Insurance Requirement

Ask OPLUS

Message Details

Student Center

Theology Student

Enroll My Academics Degree Planning Search

add drop swap edit term information

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2008 | Theology | Emory University

Success: enrolled Error: unable to add class

Class	Message	Status
OT 501	Success: This class has been added to your schedule.	✓
RP 653	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULE ADD ANOTHER CLASS

Enroll My Academics Degree Planning Search

Add Drop Swap Edit Term Information

go to ...

Click "My Class Schedule" to see other views of your schedule

View status of your enrollment. If you receive an error message that you are not able to resolve, contact candlerregistrar@emory.edu with your EMPLID#, the class you are trying to enroll in, and the error message you received. It's often a schedule conflict or the class is full. If this is the case, select "add another class" to try another option.