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

Log-in using your username and password

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.
STEP 2: Click “enroll” on the top left of the page to start registering.

Tip: This is your Student ID#, also called EMPL ID# - memorize it!

Click on “Enroll” to start registering.

Your Name will be here.
STEP 3: Select enrollment term

Select the term you are trying to register for and then click “Continue”
STEP 4: Add a class

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

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.

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

Verify that all the classes you want are listed and click “Finish Enrolling”. OPUS will process your registration.
Step 8:
View Enrollment status

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 candler registrar@emory.edu with yourEMPLID#, 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.