

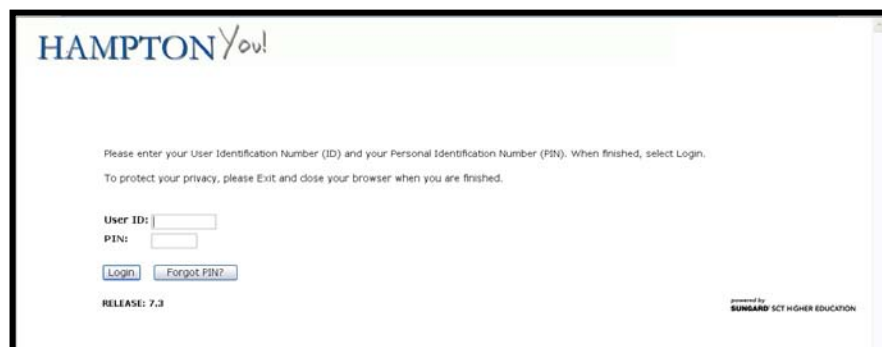
INSTRUCTIONS FOR ACCESSING HUNET SYSTEM

General Login Procedures

1. Go to the Hampton University website at www.hamptonu.edu
2. Click on **Current Students**



3. Click on **HamptonYou! (HUNet)**
4. Then click on **HU Administrative Services (New HUNet Admin)**
5. Then click on **Enter Secure Area**



6. Enter your **User ID (8 Digits)**
7. Enter your **6 digit Pin** (number is system generated. If you do not know it, please contact Academic Advisor.)

* For some students at this point, a Security Question may appear to verify your identity if your password is forgotten. Enter a question that you know the answer to and then answer that question. Example: What is your favorite color? Answer Red. **(For new students password will be mm/dd/yy)**

8. Click on **Student**

HUNet

Personal Information Student Financial Aid

Search ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, to HUNet! Last web access on Jan 11, 2008 at 09:39 pm

[Personal Information](#)
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Student](#)
Apply for Admission, Register, View your academic records.

[Financial Aid](#)
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

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Student

Admissions

Apply for Admission or Review Existing Applications

Registration

Check your registration status, class schedule and add or drop classes

Student Records

View your holds, grades and transcripts

Student Account

View your account summaries, statement/payment history and tax information and also sign up for E-Refunds

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Registration

- ✓ Follow the **General Login** Procedures (Steps 1 through 8)
- ✓ Click on **Registration**
- ✓ Click **Add or Drop Classes**
- ✓ Select term: **2012 CE Summer** or **2012 CE Fall (AEP Students)** or **2012 ON Summer** or **2012 ON Fall (Online Students)**
- ✓ Click Submit
- ✓ Enter **Registration Advisement Pin (Alternative Pin)** number
(Remember your Registration Advisement Pin (Alternate Pin) is only good for the current term and you must get a new one from your advisor to register for the next semester.)
- ✓ Click Submit
- ✓ Enter course registration number (**CRN**) as it appears in the course schedule
- ✓ Click Submit Changes
- ✓ Registration is complete-Screen will show schedule
- ✓ Print a copy of your course schedule

Viewing Midterm or Final Grades

- ✓ Follow the **General Login** Procedures (Steps 1 through 8)
- ✓ Click on **Student Records**
- ✓ Click on **Midterm or Final Grades**
- ✓ Select term: **2012 CE Summer** or **2012 CE Fall (AEP Students)** or **2012 ON Summer** or **2012 ON Fall (Online Students)**
- ✓ Click on **Display Grades**
- ✓ **Print a copy of your final grades**

Viewing Transcripts

- ✓ Follow the **General Login** Procedures (Steps 1 through 8)
- ✓ Click on **Student Records**
- ✓ Click on **Academic Transcript**
- ✓ Transcript Level = CE
Undergraduate, Transcript type = Continuing ED Un-off Transcript
- ✓ Then Submit
- ✓ View all grades and determine what courses have been completed and what courses are left to be completed in order to graduate

Degree Evaluation

- ✓ Follow the **General Login** Procedures (Steps 1 through 8)
- ✓ Click on **Student Records**
- ✓ Click on **Degree Evaluation**
- ✓ Click **Generate New Evaluation** (*bottom of screen*)
- ✓ Select degree program by clicking on **circle to left** of program
- ✓ Select Term (*if necessary*) and click **Submit**
- ✓ Click **Generate Request** (*processing may take a few minutes*)

Degree Evaluation Display Options

Scroll through degree evaluation

In **MET** column (*left*), **Yes**=completed or transferred courses; **No**=have not completed courses;

CSOS 009-Writing Competency Examination; **CSOS 110**-Comprehensive Examination
(*these are not courses; they are both required examinations for graduation. Consult your scheduling guide for more details*)