

Registration Information

Remember you must register **EVERY NEW SEMESTER** with us in order to receive our services.

Registration Page Web Address: <http://eservices.utsa.edu/parscore/>

- *New Clients* - If you are new to ParScore, please **contact me** at 458-4052 or at diana.amis@utsa.edu to **make an appointment**.
- *Returning Clients* - Follow the instructions entitled **Registration for Current Users**

PIN #s

Remember your PIN # is a six-digit number. If you have forgotten your PIN, please call me and I will either have it or give you a new one.

Multiple Sections

If you are **combining multiple sections** of a course, please just **register the first course and then list all sections to be combined in the "Special Instructions"**. This is **especially important when you have combined sections in WEBCT and wish them to be combined in ParScore** as well.

Please make sure that if you have **Learning Community sections, they need to be listed as well** because they have a separate roster that must be pulled.

Registration for Current Users:

Website address for registration: <http://eservices.utsa.edu/parscore/>

1. Enter your email address and your PIN number and click on "**Login**"
2. Click on "**Add Request**"
3. On this page, you will select the term you are registering for - **default is the current term** (i.e. SUMMER 2009)
4. Then **enter course information (i.e. MGT 1013 01F)**. All course prefixes should appear in the drop down menu.
5. Enter in Number of Quizzes, Exams (**Not counting the FINAL**) and then whether or not you will be having a Final Exam.
6. Enter in Report Information that you would like for us to generate.
***PLEASE IGNORE THIS OPTION. IT IS NO LONGER AVAILABLE THROUGH THE REGISTRATION. YOU WILL SUBMIT REPORT REQUEST FROM THE NEW GRADING INSTRUCTIONS**
7. Enter in TA information if you will be having one for this course or semester.
8. Enter in any **Special Instructions** that you may have for us.
Examples: "Please combine the following sections into one class (FIN 3003.001, 002, etc.).", "Please add the following Learning Communities sections to my class (Sections: 735, 745, etc)."
9. **Click on "Add"** - this will take you to the next screen called "**ParScore Request List**"
10. **Click on the radio button** next to the course you have just created and then click on "**Set Request Dates**". **All test dates must be entered** upon registration so that we know when to expect you and be better prepared, especially at heavy test times (i.e. **Midterms and Finals**).

11. A calendar of the dates for the term and course you have just selected will appear, if you know the dates that you will be having Quizzes, Exams and your Final then you will be able to enter the dates here. **After entering the dates, click** on the "Save" button and you will **return to** the "ParScore Request List" page.

12. If you **need to add more courses, click on "Add Request" and repeat the process** for each needed course. Please **remember to "Set Request Dates" for each individual course**. If you need **to change any information** on the course, you have just created, click on the specific course and then **click on "Modify Request"**. **If you are finished adding all of your courses**, then click on "Logout" and you are done.