

Instructions for online registration

Before you get started

1. You need to have Adobe acrobat reader 6.0 or greater. If you need the free reader go to <http://www.adobe.com/products/acrobat/readstep2.html> and download version 7.0

AND

2. You need to have a POP3 email account on YOUR computer. See instructions on how to setup a POP3 account if you need to add this account to your computer. If you are going to print and mail the form than you can ignore the submissions process. Print and mail your form to the appropriate campus:

School of Urban Missions
511 Westbank Expressway
Gretna, LA 70053

School of Urban Missions
735 - 105th Ave.
Oakland, CA 94603

Instructions for ONLINE REGISTRATION

1. Go to SUM's website: <http://www.sumonline.org/currentstudents.html>
2. If Prompted for User name or Password, they are User Name = "student" - PW = "theos"
3. Click on CURRENT STUDENTS (on the right side of the screen)
4. Click on REGISTER FOR CLASSES (on the left side of the screen above the picture)
5. Locate the appropriate campus PDF form: New Orleans, Oakland, or Online classes and complete the Financial work sheet and the Scholarship form-one time per year.
6. Fill out the PDF and print a copy for your record or two copies if you are going to mail by US Postal Service.
7. Use the drop down menus to select your class. If you want to deselect a class, change the selection to "NO Class selected"
8. If you are taking a practicum then you **ONLY** need to submit the form to the Student Ministry Office. The Dean of Student Ministry will forward the form to the Registrar's office.
9. If you are **NOT** taking a practicum then you will need to submit the form to the Registrar's office.
10. NOTE: Once you click the submit button the form will reset and empty the fields selected so print your copy prior to submission.
11. **When the EMAIL screen comes up, PLEASE type YOUR NAME in the SUBJECT BOX before you click on "Send." This helps us find your form.**

IF you do not have an POP3 Email account you can setup the account on your computer or print and mail the registration form.

INSTRUCTIONS FOR SETTING UP A POP3 ACCOUNT

To send the PDF form by email. Adobe requires that you have a Email Account set up on your computer. IF you do not have an email account sent up you can use one of the SUM accounts to make a POP3 email account. (Go to page two for instructions)

Instructions for setting up a POP3 email account in Outlook Express

Double Click on Outlook Express
Click on the TOOLS tab at the top of the Page
Click on ACCOUNTS TAB
Click on the MAIL TAB
Click on the ADD tab then MAIL
Type your Name in the Display Name Box: "Your Name"
Type the email address: student@sumonline.org
My incoming mail server is: POP3
incoming mail (POP3) server: mail.sumonline.org
outgoing mail (SMTP) server: mail.sumonline.org
Account name: student@sumonline.org
Password: 123456
Click on Finish

Then Click on the newly created account (mail.sumonline.org) and then click on PROPERTIES
Make sure all of the following elements are correct as illustrated below:

General TAB

Mail Account: SUM Student
Name: (Your Name)
Email Address: student@sumonline.org
Reply Address: Leave Blank

Server Information TAB

Account Name: student@sumonline.org
Email Address: student@sumonline.org
User Name: student@sumonline.org
Password: 123456
Check the Box: Remember password - Unless you prefer not to remember PW
Outgoing Mail: mail.sumonline.org
Incoming Mail: mail.sumonline.org
Check the Box: My server requires authentication

Connection TAB:

NO actions needed if your default settings are correct.

Security TAB:

NO actions needed if your default settings are correct.

ADVANCED TAB: (Note: the default SMTP is 25 if MUST be changed to 587)

Outgoing mail (SMTP) needs to be set to: 587
Incoming mail (POP3) needs to be set to: 110
DO NOT check any of the boxes.

Save settings by clicking on apply or Ok.

NOTE: If you have a dial up connection this should work without any problems.

If you have a DSL or CABLE modem and your student account fails to work, you may need to access you router to enable TCP/UDP port # 587 to function.