MyAntioch User’s Guide
Logging into MyAntioch

In order to access MyAntioch simply open up your favorite web browser and type the following in the address bar:
- [http://my.antioch.edu](http://my.antioch.edu). You should be taken to the page shown in the picture below.

![MyAntioch Login Page](image)

Click on “Log In” to sign into your account.
Fill in your User ID which is your Antioch ID number (6 digits) along with your password (4 digits) and click on Submit in order to access your account. You can obtain both your ID number and password from Steve Anderson, DaVinci ECP coordinator. If this is your first time logging into MyAntioch, you will be required to reset your Antioch password once you have logged in.

User ID: 123456
Password: 1234
After Logging in to myAntioch you will be taken to the Welcome Screen. Click on Students Menu in order to continue.
Searching and Planning For Classes

Click on the “Search for AULA Classes” link to begin.
You only need to fill in the drop down boxes for the Term and Academic level. Filling in the other options incorrectly may cause a no search result. Click on Submit to continue to the search results.
Check off the classes in which you would like to register for and click on Submit on the very bottom of the page. An explanation of each column is on the next 2 pages.
### Explanation of Each Column

<table>
<thead>
<tr>
<th>Select</th>
<th>Term</th>
<th>Status</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Available/Capacity/Waitlist</th>
<th>Credits</th>
</tr>
</thead>
</table>
| ☑      | Summ | Open   | 61HIS-101-1 (94769) United States History to 1877 | Antioch Univ Los Angeles | 08/13/2013-12/20/2013 Lecture Tuesday, Thursday 01:00PM - 02:45PM, Davipol, Room SCIENCE (more)... | S. Anderson | 3.00 |}

- **Select** – Click on the checkboxes for all the classes you want to register or waitlist for.
- **Term** – The semester the class is offered for.
- **Status** – There are 3 possible settings for status
  - **Open** – class still has available seats
- **Section Name and Title** – The section code, number and name of class is listed here in alphabetical order by the subject heading. For example 61HIS-101-1 is broken down to the following:
  - **61** is the campus code (don’t worry about this number)
  - **HIS** is the subject heading
  - **101** is the course number
  - **1** is the section number
- **Location** – Don’t worry about this column.
• **Meeting Information** – The range date, day, and time is listed in this column. For example the above example meets on all of the Tuesdays & Thursdays from 08/13/2013 – 12/20/2013 at 1:00 – 2:40 pm.
  
  • The **Campus Location (e.g. SCIENCE vs DESIGN)** is announced next to “Room” under this column.
  
  • To view additional details about each course click on the blue highlighted area under “**Section Name and Title.**”

• **Faculty** – The name of the instructor is listed here in the format of first name initial and last name.

• **Available / Capacity / Waitlist** – Don’t worry about this column.

• **Credits** – The number of semester units the class is worth.
Register and Drop Sections

Fill in the appropriate action (e.g. **Register** or **Remove from List**) for the dropdown box of each class and click on Submit. The next page will show the results.
This page will show the results of the previous page. There will be red text on top stating the reason why any results were unsuccessful. You should see the courses you are currently registered for on the bottom of the screen.
Checking Your Class Schedule

It is very important to check the classes you are currently registered for especially right after the registering. Click on the “My Class Schedule” link to view the classes you are enrolled in.
The following page will show the classes you are enrolled for that particular term. Clicking on OK will bring you back to the Students Menu.
Tips about myAntioch

• For your own security, myAntioch logs you off after 15 minutes non activity.

• To maintain your security, logging in with the wrong password multiple times will put a 15 minute hold on your account.

• Make sure to click on the log off button before exiting.

Need Additional Help?

• If you are in need of additional help please send an email to registrar.aula@antioch.edu or give us a call at (310) 578 1080 Ex 200