

# Signing Up For Orientation

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Visit <https://future.utsa.edu/explore/videos/#orientation> for a video recap of these steps as well as a video of how to complete Online Orientation! More Orientation information can always be found at [future.utsa.edu/orientation](https://future.utsa.edu/orientation).

## 1 Log into ASAP

Log into [asap.utsa.edu](https://asap.utsa.edu) using your myUTSA ID (*abc123 and Passphrase*). If you didn't receive your myUTSA ID activation email or need help, contact the One Stop Enrollment Center by phone at 210-458-8000 or visiting their office.

## 2 Click the "Future Roadrunner" Tab

When you first log into ASAP, you may see different screens prompting you to sign up for Reverse 911 response, Meningitis FYI, etc. Review these so that you can continue to the 'Main Menu'. Once on the 'Main Menu', click the "Future Roadrunner" tab at the top of the page.

## 3 Click "Sign Up for Orientation"

Under the Admitted Students section, click the link "Sign Up for Orientation". Complete the Orientation sign up by following the step-by-step instructions, including:

- › All students are required to complete Online Orientation, but students will also have the option to add in-person experiences for no additional cost.
- › Provide any necessary information including your cell phone number.
- › Pay the non-refundable orientation fee. If you are pell eligible, you will be given the opportunity to defer your fee to your tuition and fees bill.

## 4 Review your Confirmation Page

Review your confirmation page carefully as it will provide you with important details including a receipt for your non-refundable orientation fee, steps on how to complete Online Orientation and other important information.

- › You can find the link by clicking on the green button under Step 1 to access the Online Orientation program under the "Additional Information" box at the bottom of your confirmation page. Students who successfully complete Online Orientation will have their Orientation Hold removed by the next business day.
- › Online Orientation does not need to be completed in one sitting. You can follow these steps at any point to sign back in and resume your orientation. It is a University requirement to complete Online Orientation in order to outdate your Orientation Hold.

## 5

- › Students must complete your Online Orientation in order to become eligible to schedule your academic advising appointment.

## Exit ASAP

We encourage you to check your Rowdy Ready Status, linked off the Future Roadrunner page in ASAP. Once you have completed your Orientation Sign Up, and paid your non-refundable orientation fee, you can then exit your ASAP student portal.