Go to: one.iu.edu or 1.iu.edu

Select your Campus and Role (student).
- Choose a task from the Most Popular list
- OR - Use the search feature to search for any task (for example, view grades).

You will be asked to log in with your username and passphrase.

You can also select Academics, Enrollment, Personal Information or any item from the Categories list (on the left) to filter the task icons that will display on the right.

At any time, click the One.IU logo to be returned to the main page.

**Enrollment**

**Search for Classes**
1. Click Enrollment from the Categories on the left.
2. Click Search Courses.
3. Select the Campus.
4. Select the Degree Level.
5. In the Offered box, select the term for which you want to take the course.
6. Type in the Course subject and course number.
7. Click Go.
8. A list of search results will display.

**View Holds on Your Record**
1. Click Enrollment under Categories.
2. Click Record holds.
3. For more information on the Holds, click details.

**Academics**

**View Class Schedule Details**
1. Click Academics under Categories.
2. Click Class schedule.
3. Select a Term, if necessary and click CONTINUE.
4. You can select Weekly Calendar View and change the dates and times; then click refresh calendar.

**View Grades**
1. Click Academics under Categories.
2. Click Grades.
3. Click change term to select a different term.
4. Click CONTINUE.

**View Your Advisement Report**
1. Click Academics under Categories.
2. Click Advisement report.
3. Click View My Advisement Report.
4. Select the Institution and Report Type.
5. Click Process Request.

**View Advisors**
1. Click Academics under Categories.
2. Click Advisor.

**Personal Information**

**View Personal Information: names, addresses, email addresses, phone numbers**
1. Click Personal Information under Categories.
2. Click Change name or Personal information (students).
3. Select the tab you want to view (for example, addresses, names, phone numbers, email addresses, etc.)

**Other Information**

**Add a task to your Favorites**
1. Search for a task.
2. When you find it, hover over the task icon.
3. Click Favorite.
4. Log in, if you haven’t already.
5. You will see your favorites Under the My Favorites heading. If you are already logged in, click on the One.IU logo to see your favorites.

**View Details**
1. Search for a task.
2. Hover over the task icon.
3. Click Details.
4. You will be given more information about that specific task.