PATRIOT PASS ACTIVATION AND REGISTRATION INSTRUCTIONS

Prior to registering through the Patriot Web system, you will need to complete the following steps:

1. Return your Enrollment Confirmation Form and required deposit to George Mason's Cash Office. This form can be mailed in with the envelope provided in your admission packet or faxed to the Cash Office at (703) 993-2492. Once the Cash Office has received your deposit and Enrollment Confirmation Form, a registration profile will be created by the Admissions Office. Please note that it will take at least 24 hours for this registration profile to become active. Therefore, you will need to wait at least 24 hours after the Cash Office processes your confirmation/deposit to proceed to step 2.

2. Activate your Mason NetID and password at the following site: http://strongpassword.gmu.edu/. Click on the link towards the bottom of the page next to "New to Patriot Pass".

3. Enter in your G Number and PIN. Your G Number is provided on the Student Status Sheet and your 6-digit PIN is initialized to your date of birth in the format of **mmddyy**.

4. After you have logged in, you will be given your email username/NetID which you will use to activate your MASONLIVE email account at https://masonlivelogin.gmu.edu/login. Please record or memorize this username/NetID. You will use this NetID later on when registering for classes.

5. Press 'Continue'. You will then be prompted to create a Patriot Pass password. Please record this password here: _____. **It is critical that you remember this password, as you will not be sent a reminder of what you have created.**

6. After completing steps 1-5, you will now be able to register for classes. To do so, use Internet Explorer (version 5 or higher) as your web browser and open the Patriot Web Self Service site: https://patriotweb.gmu.edu.

7. Select the link for *Login* to Patriot Web Self-Service.

8. Login using your Mason NetID and Patriot Pass password.

9. From the Main Menu, select the Student Services and Financial Aid menu.

10. From the Student Services and Financial Aid menu, select the Registration menu.

11. From the Registration menu, click Search for Classes to find course offerings by subject, title, and other criteria.

12. Return to the Registration menu and select Register, Add, or Drop Classes to process your initial registration or to make changes (add/drop) to an existing schedule.

13. Select the term you wish to register for, and then select the Submit button.

14. In the Add Classes Worksheet, enter the five digit Course Reference Number (CRN) of the course section into the first available field.

15. Repeat step 9 for each course section until all your courses are listed in the Add Classes Worksheet.

16. Once you have listed all your courses in the Add Classes Worksheet, select the Submit Changes button below the table to process your registration.

17. The screen will display your confirmed registration, as well as any errors that prevented you from getting into a section. Note any resulting registration errors that may display below your schedule, and adjust your schedule as necessary.

18. If a closed course offers a waitlist option, you may add yourself to the waitlist by selecting "Wait Listed" from the Action field in the error message and then selecting Submit Changes. See the Waitlist FAQ at http://registrar.gmu.edu/topics/waitlists/for information on Wait List procedures.

19. Drop classes by selecting "Web Drop" from the Action field and selecting Submit Changes. Add more classes by entering more numbers in the Add Classes Worksheet and selecting Submit Changes.

20. Click the View Your Schedule link at the bottom of the Register, Add, or Drop Classes page to see your confirmed schedule.