MuskieLink Cheat Sheet

Access MuskieLink at: http://www.muskingum.edu/campus/
Click on Info Resources. On the Info Resources page, click on MuskieLink.

Step 1: Reset your MuskieLink password:
If you already set up your MuskieLink password, skip to Step 2.
1. Click For Students, then click What’s My Password, then click Reset My Password.
2. Enter your Last Name and your 7-digit college ID number (or Social Security number). Press Submit.
3. Select your email address in the drop-down box and press Submit.
4. Close all Internet windows and check your email for the new password.
5. Open up a new internet window and go back to MuskieLink.
6. Click the “Log In” button on the top of the page.
7. Enter your User Name, the Password from the email message, and press Submit.
   (Your User Name is the same as your e-mail name.)
8. The system will prompt you for a new password. Enter your user name again and enter your new password in the two designated spaces.
9. Enter a Password Hint if you wish. We do not recommend creating a hint.
10. Click Submit. The main MuskieLink menu appears.

Step 2: Search for classes:
1. Click Menu → Search for Classes. You do not need a User Name or Password to search for classes.
2. Select the Term on which you wish to search.
3. Enter the criteria on which you wish to search. Keep in mind that the more criteria you select, the tighter your results will be.
4. Click Submit. The classes that meet your selected criteria appear.
5. Click Menu to return to the main menu.

Step 3: Register for classes:
To register for classes using Search and Register:
1. Click Menu → Register for Classes → Search and Register.
2. Select the Term on which you wish to register.
3. Enter the criteria on which you wish to register. Keep in mind that the more criteria you select, the tighter your results will be.
4. Click Submit. The classes that meet your selected criteria appear.
5. Click in the boxes next to the classes for which you wish to register. Click Submit.
6. If the courses are correct on the course confirmation screen, click Submit. Your schedule appears. Print a copy for your records.
7. Click Menu to return to the main menu.

To drop classes:
1. Click Drop Classes.
2. Check the box next to the course(s) you wish to drop. Click Submit. You will be deleted from the roster.
3. Click Menu and click on My Schedule. Print a copy for your records.

To check your schedule:
1. Click My Schedule.
2. Select the Term of the schedule you wish to view. Click Submit. Your schedule appears. Print a copy for your records.

Things to remember:

Starting in Fall 2004, students can take up to 20 credit hours; however, there will be a $450 fee for the 19th credit hour and an additional $450 fee for the 20th credit hour.

You will be cleared to register only after you have turned in a signed Advising Worksheet. You will have between 6 and 7 days to initially register for classes. You can make changes online starting April 19th through August 29th (except for Muskie Preview weeks when MuskieLink will be shut down).

Schedule modifications can be done online until August 29th. After August 29th, all schedule changes will be handled manually in the Registrar’s Office.

If you have special pre-requisites that need to be waived, instructor permission that needs granted, or time conflicts that need to be approved, you must see the Registrar’s Office.

If you enter an incorrect password 3 times in a row, the system will lock you out. After 10 minutes you can attempt log in again.

Use the Menu button instead of your browser’s Back button. Using your browser’s Back button will occasionally cause the screens to display incorrectly.

If you set your browsers privacy settings to High or Block all cookies, MuskieLink will not work on your browser. Either set your privacy settings lower or use a different browser.