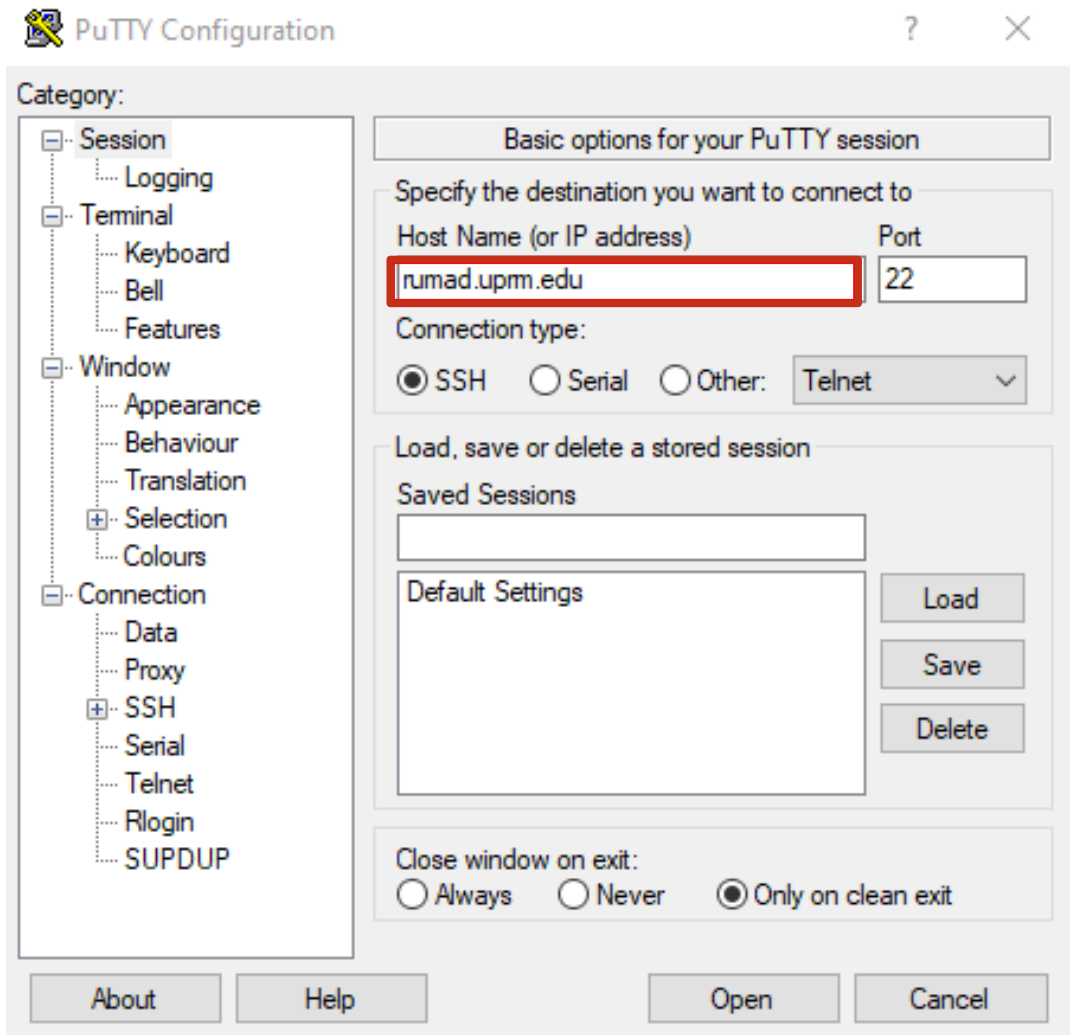
How To:
Use PuTTY for Enrollment (Matrícula)

Step 1:

- Open PuTTY on your computer.
- Access the terminal emulator using the institution's host name or IP address: rumad.uprm.edu
- Click on "Open."

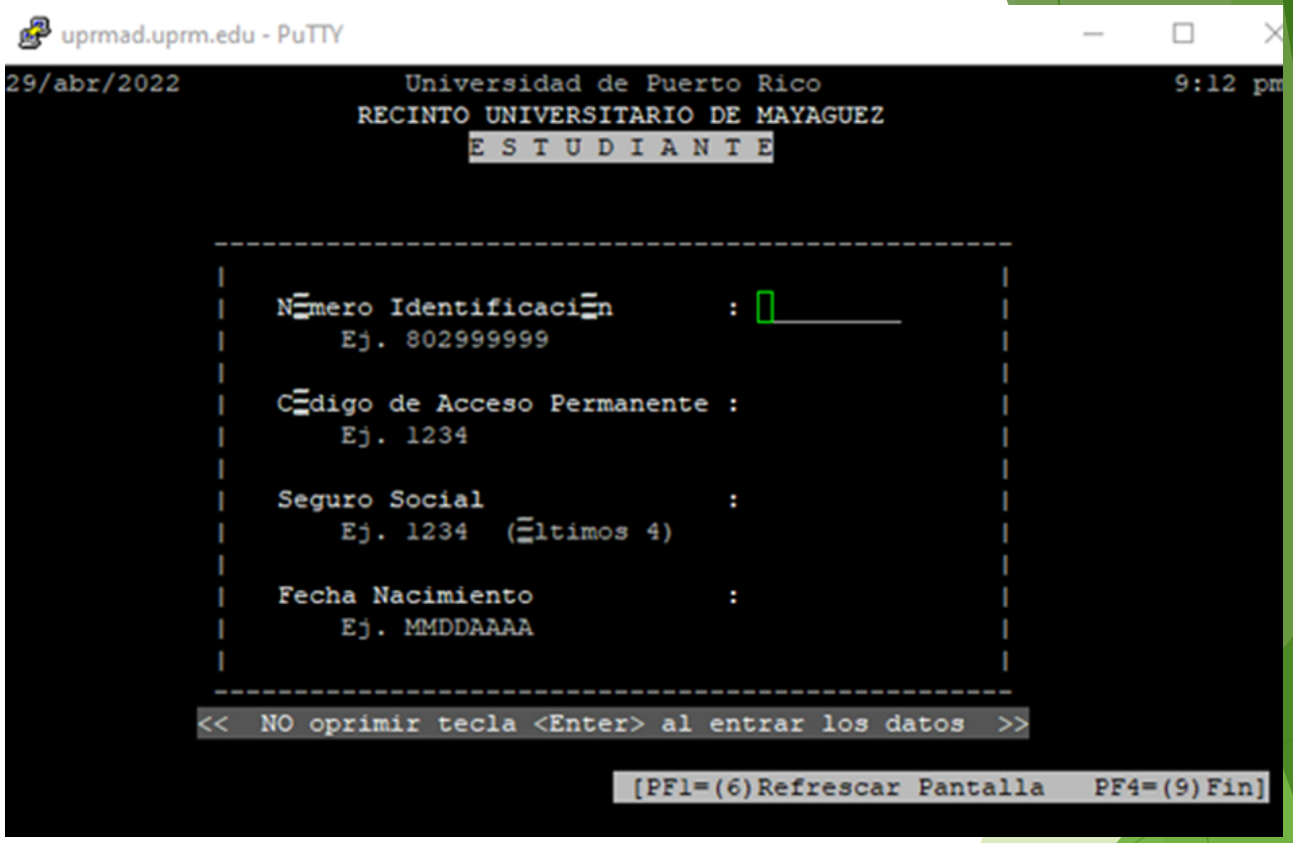


Step 2:

- Input “estudiante” as the login and press “Enter” twice:
  - After writing “estudiante” and
  - After the server requests for a password.

Step 3:

- Press the number “2” key and then “Enter” to access “Selección de Secciones (Matrícula)” and begin the enrollment process.

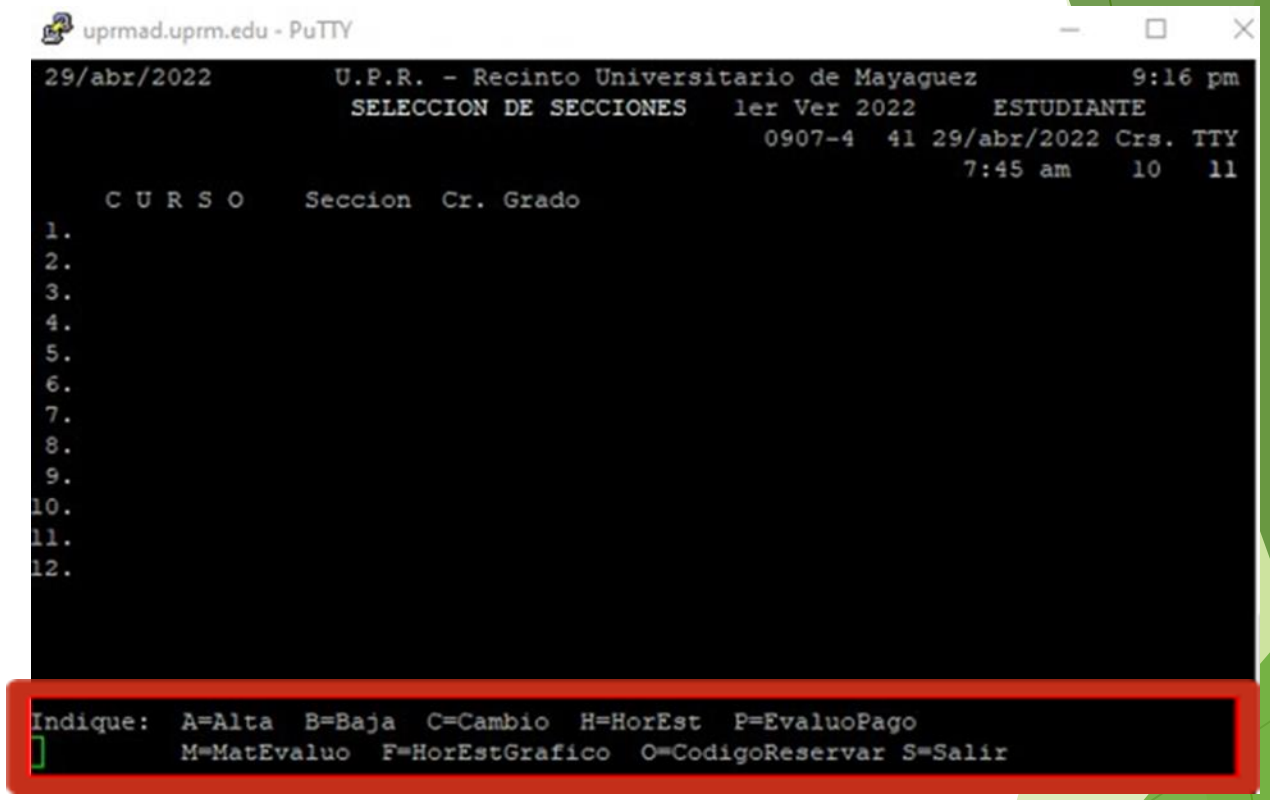


Step 4:

- Input your personal information:
  - Student ID Number
  - Permanent Access Code
  - Last four digits of your Social Security Number
  - Date of Birth (month/day/year)
- Note:
  - Do not add any spaces, slashes, or dashes to the data.
  - Follow the examples provided.
  - Do not press “Enter” when you are inputting the data.

Step 5:

- Select the appropriate semester for your enrollment process by pressing the corresponding number key:
  - Press “1” for the first semester (August-December)
  - Press “2” for the second semester (January-May)
  - Press “3” for the first summer or extended summer session.
  - Press “4” for the second summer or early admission.

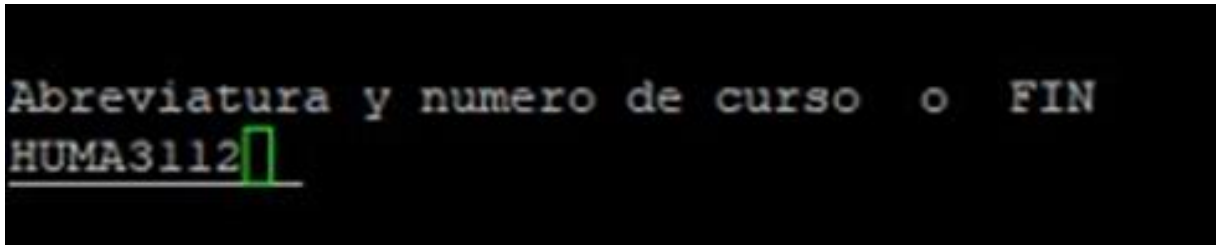


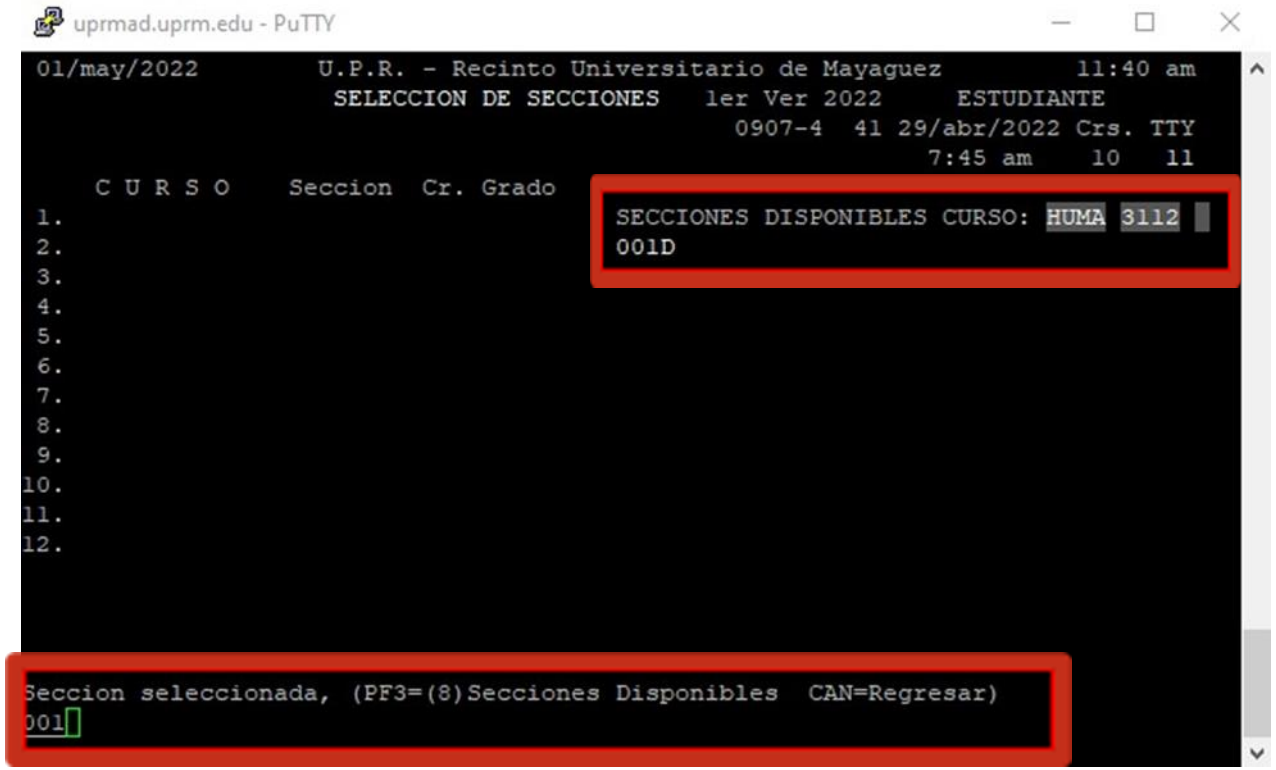
Step 6:

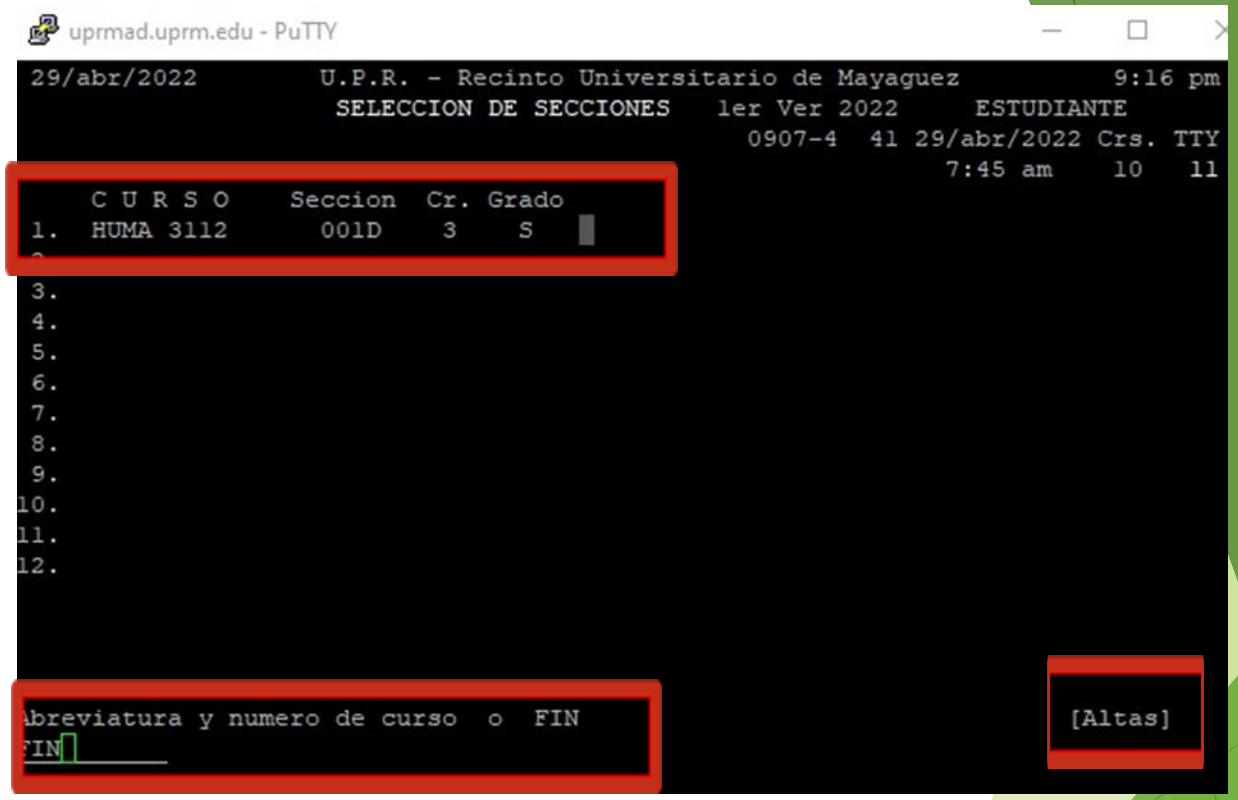
- Press the letter key that corresponds to the appropriate command:
  - Press “A” for “Alta” to enroll a class.
  - Press “B” for “Baja” to remove a class.
  - Press “C” for “Cambio” to change the section of a class.

Step 7: “Alta”

- To enroll in a course, input the course abbreviation and number. Press “Enter.”
  - Ex. HUMA3112
- Input the course section. Press “Enter.”
  - Ex. 001D
- **Note:**
- On the left side of the screen, you will see the sections available for the course you are enrolling in.





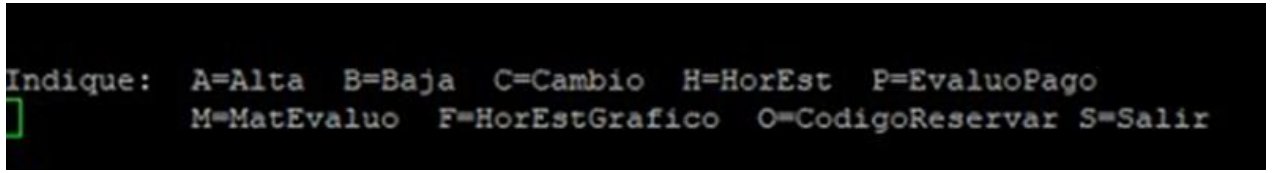


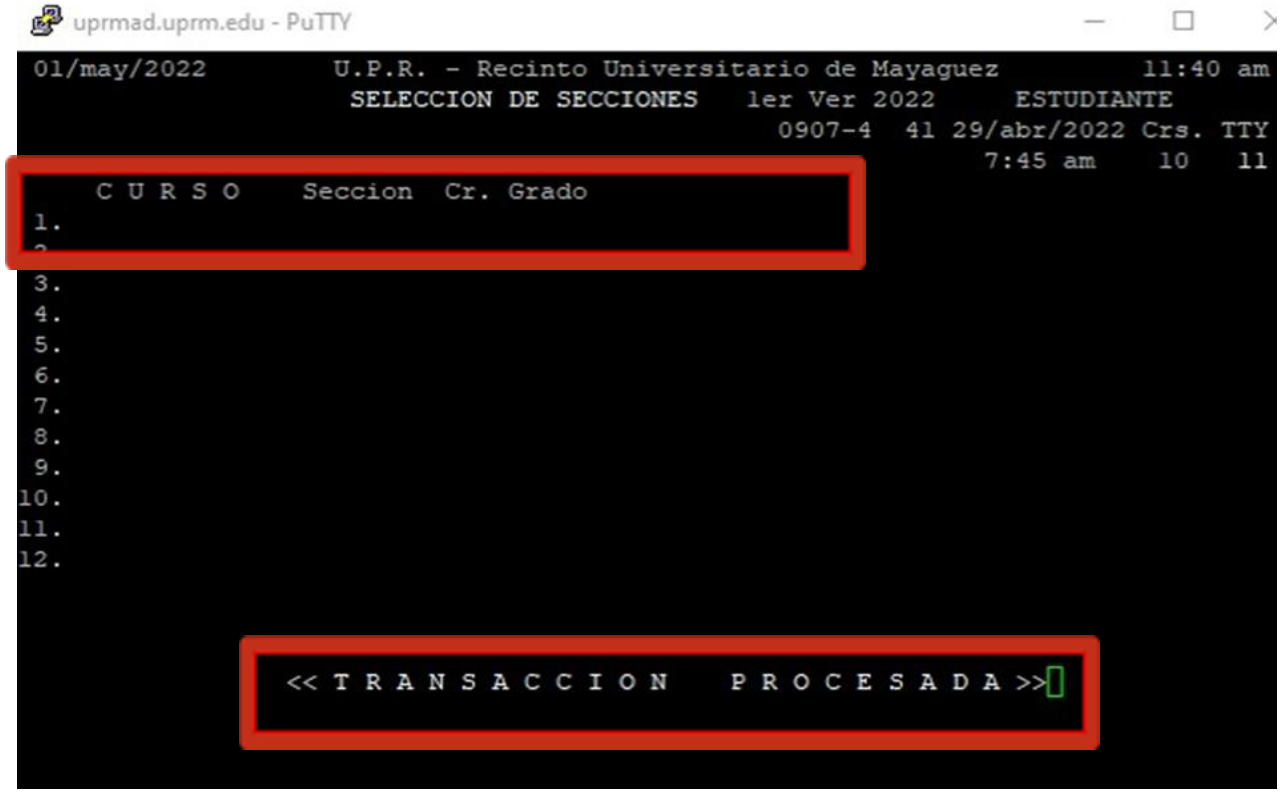
Step 8: "Alta"

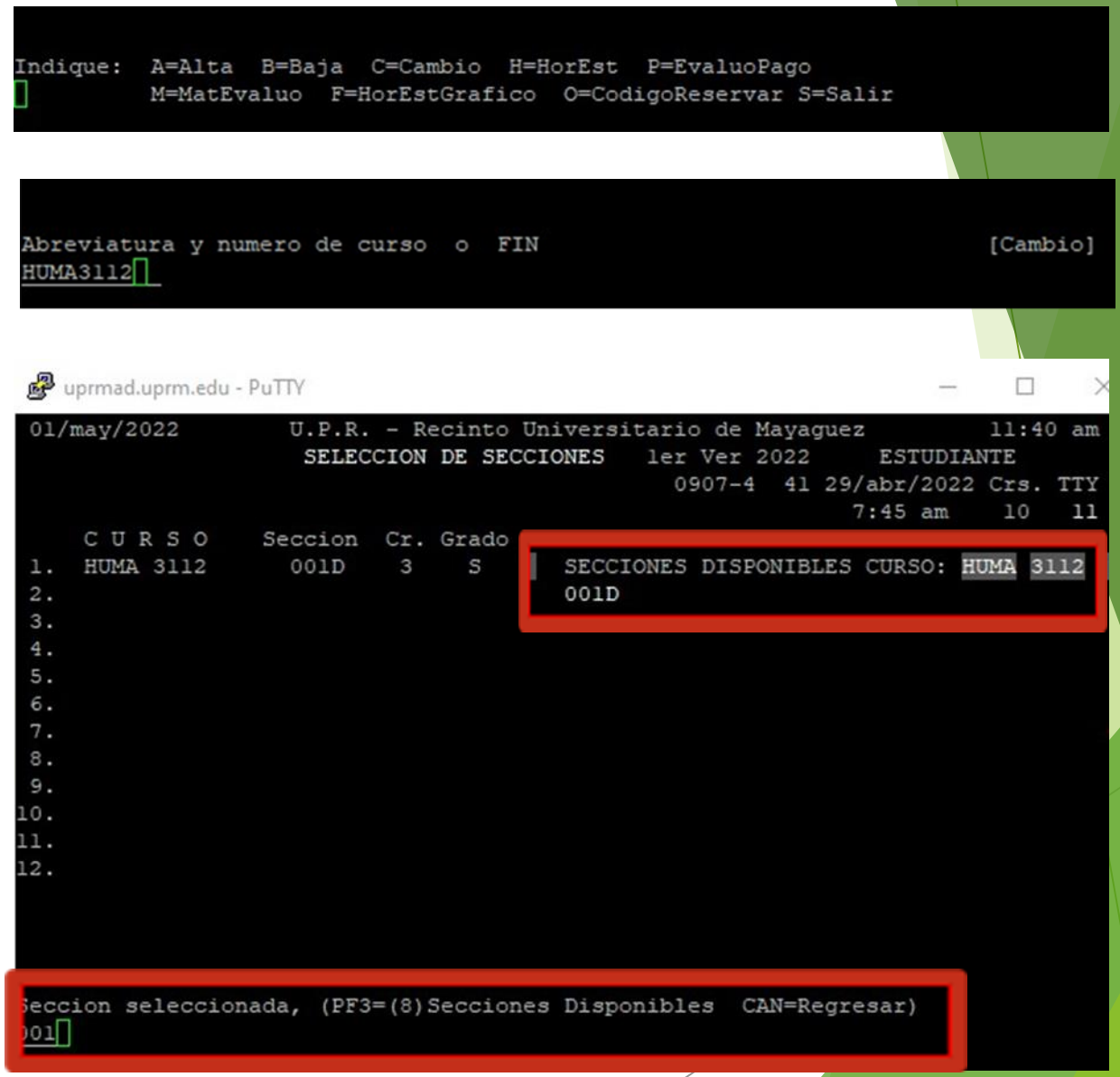
- After inputting the information, the course will appear in the list.
  - Repeat this process which each of the courses.
- Once you are done enrolling in your courses, input "FIN" to finish.
- Note:
  - On the bottom right corner, the program will indicate the command you are currently using. (In this case, it is "Alta.")

Step 9: “Baja”

- Repeat Step 6.
- Input the abbreviation and number of the course you would like to eliminate from your matricula. Press “Enter.”
- After the transaction is processed, the course will be eliminated from your list.
  - Repeat this process with other courses, if necessary.
- Once you are done eliminating courses, input “FIN” to finish.





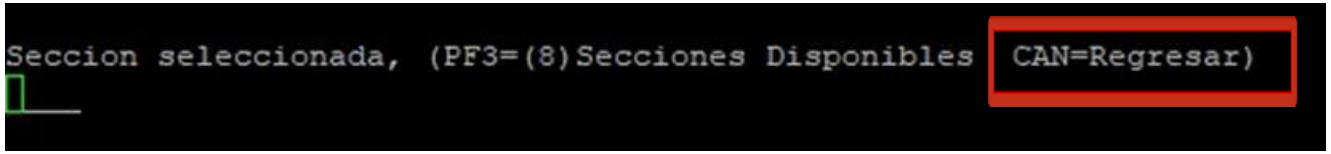


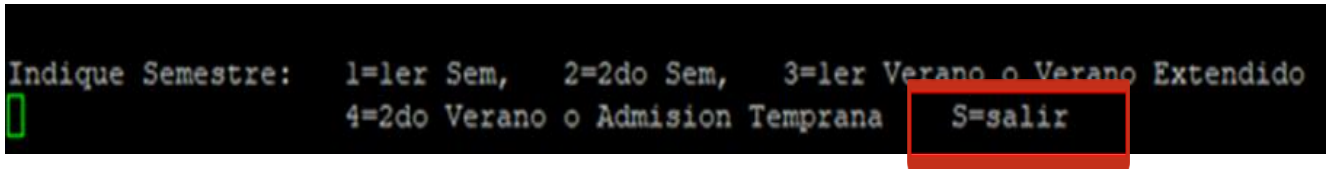
Step 10: "Cambio"

- Repeat Step 6.
- Input the abbreviation and number of the course you would like to change sections from. Press "Enter."
- Input the section you would like to enroll in from the ones listed as available. Press "Enter."
  - Repeat this process with other courses, if necessary.
- Once you are done changing the sections of your courses, input "FIN" to finish.

Step 11: Important

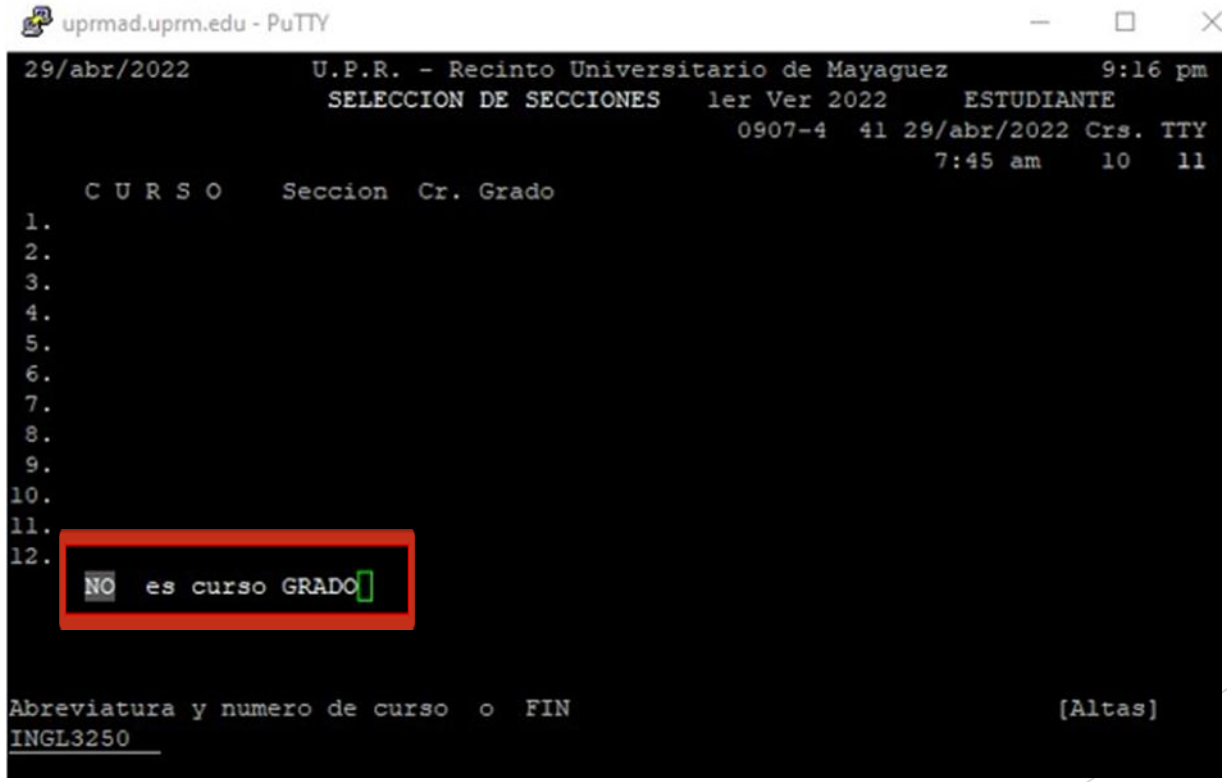
- Do not leave your server open for long periods of time.
- Do not close the program directly by closing the tab.
  - Instead, locate the appropriate command to exit for each section.
    - It is usually located in the bottom left or right corner.
    - Ex. “CAN” for “regresar” to return.
    - “FIN” to finish the process.
    - “S” for “Salir” to exit.
    - “0” key for “Salir del Sistema” to exit the system.





Common Issue: Curso No Grado

If you are unable to enroll in a course, please contact your Department or file a ticket for “ajustes.” Refer to our presentation on How To: Tickets.



If you have any questions regarding PUTTY or if you are facing any difficulties working with this program, please contact:

Centro de Tecnologías de Información – CTI-RUM

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