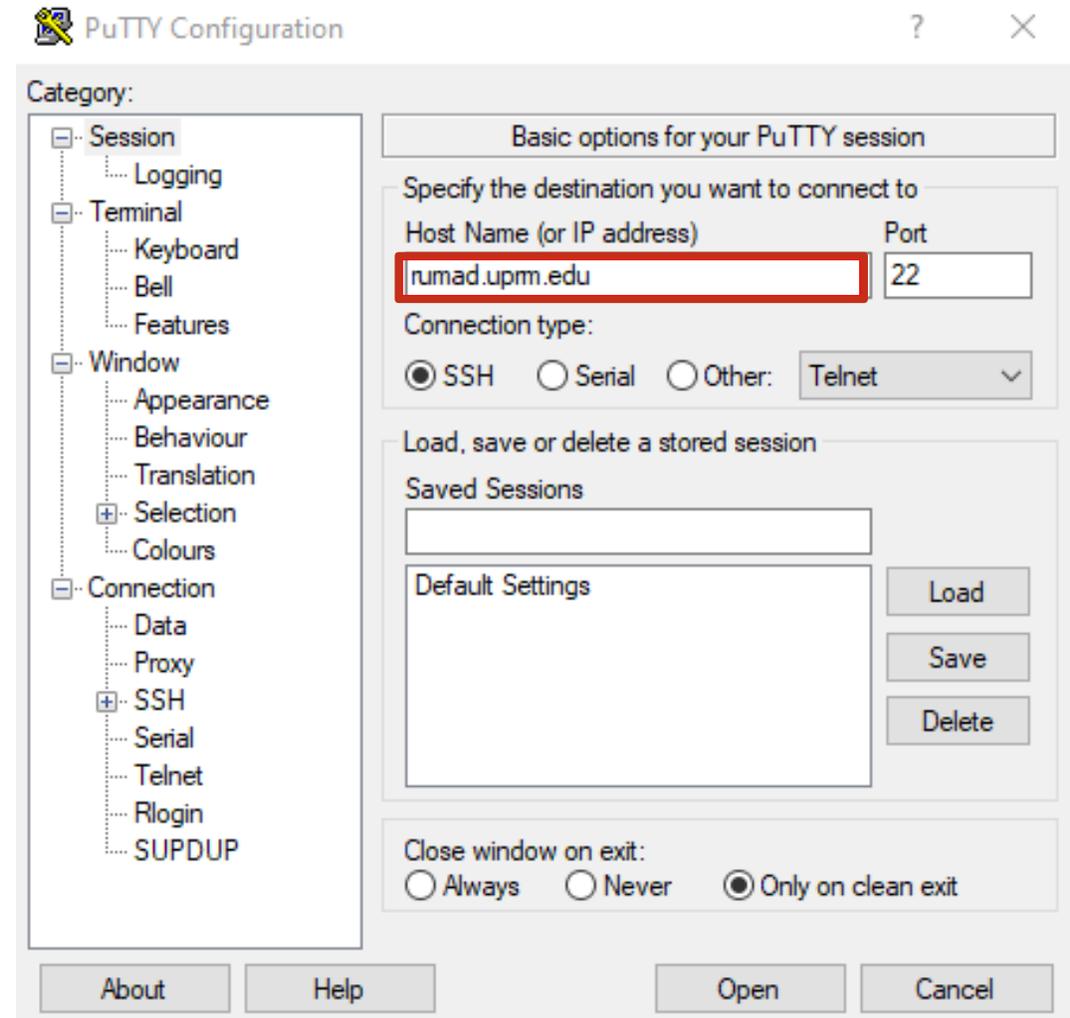




# How To: Use PuTTY for Enrollment (Matrícula)

# 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."



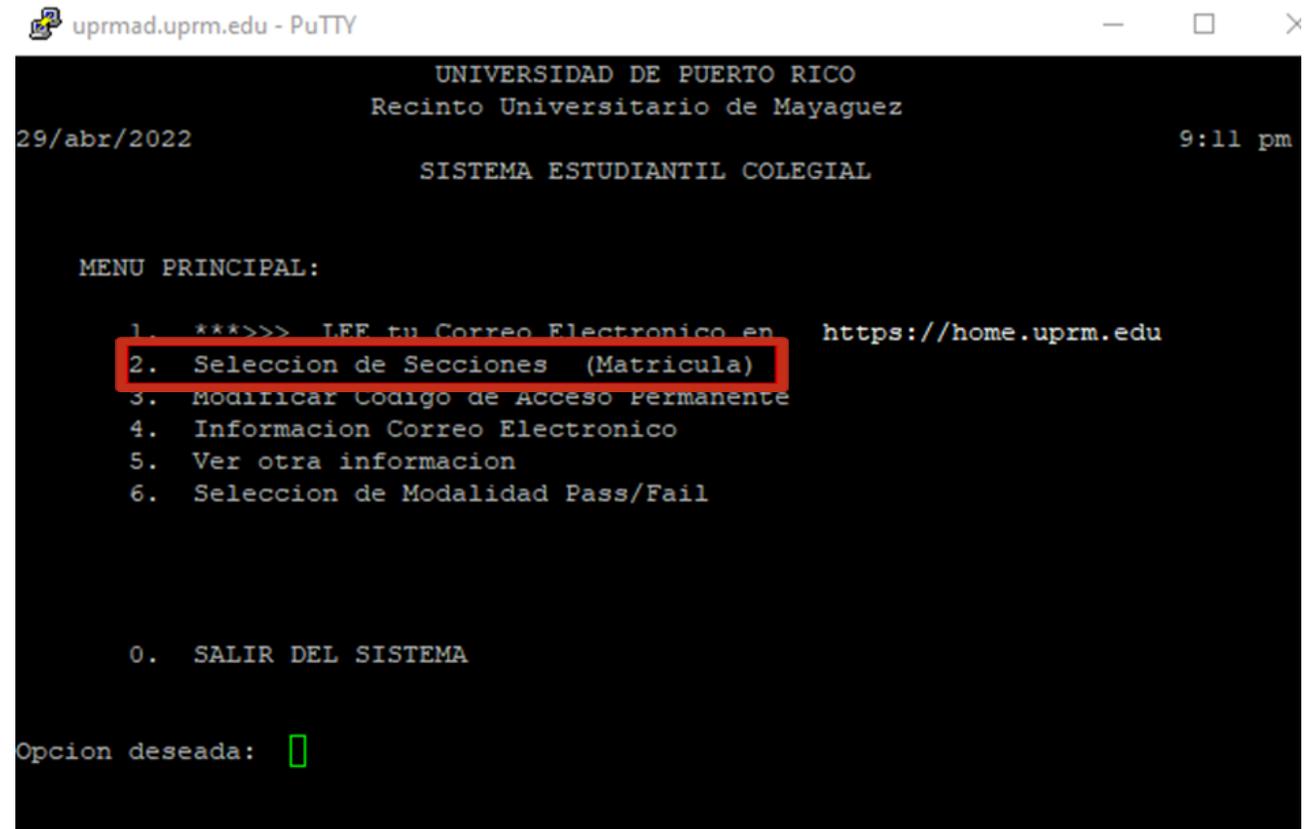
```
uprmad.uprm.edu - PuTTY
login as: estudiante
Pre-authentication banner message from server:
  Sistema Administrativo - UPR Recinto Universitario de Mayaguez
  PROHIBIDO EL ACCESO NO AUTORIZADO A ESTE SISTEMA
End of banner message from server
estudiante@rumad.uprm.edu's password: █
```

## 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.



```
uprmad.uprm.edu - PuTTY
UNIVERSIDAD DE PUERTO RICO
Recinto Universitario de Mayaguez
29/abr/2022 9:11 pm
SISTEMA ESTUDIANTIL COLEGIAL

MENU PRINCIPAL:
1. ***>>> LEE tu Correo Electronico en https://home.uprm.edu
2. Seleccion de Secciones (Matricula)
3. ModificarCodigo de Acceso Permanente
4. Informacion Correo Electronico
5. Ver otra informacion
6. Seleccion de Modalidad Pass/Fail

0. SALIR DEL SISTEMA

Opcion deseada: █
```

```
uprmad.uprm.edu - PuTTY
29/abr/2022 9:12 pm
Universidad de Puerto Rico
RECINTO UNIVERSITARIO DE MAYAGUEZ
E S T U D I A N T E
-----
Numero Identificación : 
Ej. 802999999
Codigo de Acceso Permanente :
Ej. 1234
Seguro Social :
Ej. 1234 (Últimos 4)
Fecha Nacimiento :
Ej. MMDDAAAA
-----
<< NO oprimir tecla <Enter> al entrar los datos >>
[PF1=(6)Refrescar Pantalla PF4=(9)Fin]
```

# 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.

```
uprmad.uprm.edu - PuTTY
29/abr/2022                                9:15 pm
UNIVERSIDAD DE PUERTO RICO
RECINTO UNIVERSITARIO DE MAYAGUEZ
SELECCION DE SECCIONES

Indique Semestre:  1=1er Sem,  2=2do Sem,  3=1er Verano o Verano Extendido
                   4=2do Verano o Admision Temprana  S=salir
```

```
29/abr/2022      U.P.R. - Recinto Universitario de Mayaguez      9:16 pm
                SELECCION DE SECCIONES      1er Ver 2022      ESTUDIANTE
                0907-4  41 29/abr/2022 Crs. TTY
                7:45 am  10  11

C U R S O      Seccion  Cr. Grado
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

Indique:  A=Alta  B=Baja  C=Cambio  H=HorEst  P=EvaluoPago
          M=MatEvaluo  F=HorEstGrafico  O=CodigoReservar  S=Salir
```

# 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.

```
Abreviatura y numero de curso o FIN
HUMA3112
```

```
uprmad.uprm.edu - PuTTY
01/may/2022 U.P.R. - Recinto Universitario de Mayaguez 11:40 am
SELECCION DE SECCIONES 1er Ver 2022 ESTUDIANTE
0907-4 41 29/abr/2022 Crs. TTY
7:45 am 10 11
C U R S O Seccion Cr. Grado
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
SECCIONES DISPONIBLES CURSO: HUMA 3112
001D
Seccion seleccionada, (PF3=(8)Secciones Disponibles CAN=Regresar)
001
```

```
uprmad.uprm.edu - PuTTY
29/abr/2022 U.P.R. - Recinto Universitario de Mayaguez 9:16 pm
SELECCION DE SECCIONES 1er Ver 2022 ESTUDIANTE
0907-4 41 29/abr/2022 Crs. TTY
7:45 am 10 11

C U R S O Seccion Cr. Grado
1. HUMA 3112 001D 3 S
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

Abreviatura y numero de curso o FIN
FIN
```

# 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.

```
Indique: A=Alta B=Baja C=Cambio H=HorEst P=Evaluopago  
M=MatEvaluopago F=HorEstGrafico O=CodigoReservar S=Salir
```

```
Abreviatura y numero de curso o FIN [Bajas]  
HUMA3112
```

```
uprmad.uprm.edu - PuTTY  
01/may/2022 U.P.R. - Recinto Universitario de Mayaguez 11:40 am  
SELECCION DE SECCIONES 1er Ver 2022 ESTUDIANTE  
0907-4 41 29/abr/2022 Crs. TTY  
7:45 am 10 11
```

C	U	R	S	O	Seccion	Cr.	Grado
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

```
<< TRANSACCION PROCESADA >>
```

```
Indique: A=Alta B=Baja C=Cambio H=HorEst P=Evaluopago
M=MatEvaluopago F=HorEstGrafico O=CodigoReservar S=Salir
```

```
Abreviatura y numero de curso o FIN [Cambio]
HUMA3112
```

uprmad.uprm.edu - PuTTY

```
01/may/2022 U.P.R. - Recinto Universitario de Mayaguez 11:40 am
SELECCION DE SECCIONES 1er Ver 2022 ESTUDIANTE
0907-4 41 29/abr/2022 Crs. TTY
7:45 am 10 11
```

C	U	R	S	O	Seccion	Cr.	Grado	
1.	HUMA	3112	001D	3	S			SECCIONES DISPONIBLES CURSO: HUMA 3112
2.								001D
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

```
Seccion seleccionada, (PF3=(8) Secciones Disponibles CAN=Regresar)
001
```

## 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.

```
Seccion seleccionada, (PF3=(8)Secciones Disponibles CAN=Regresar)
```

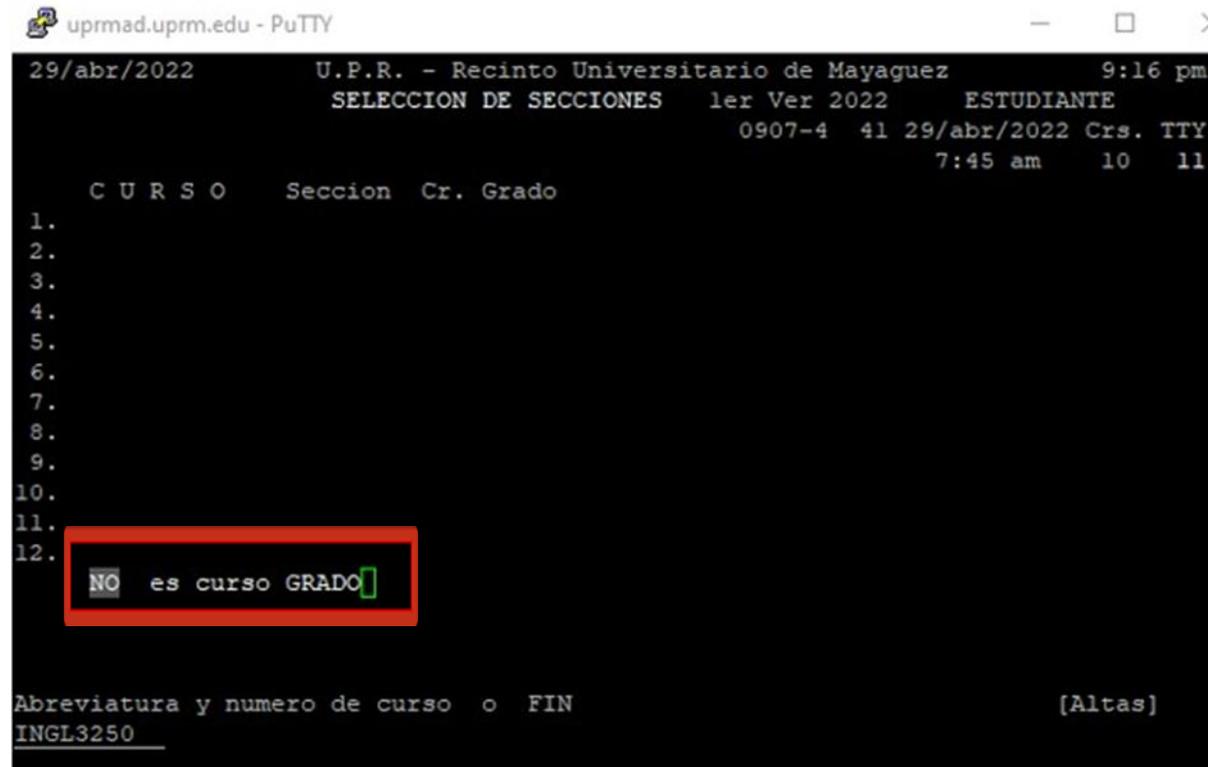
```
Abreviatura y numero de curso o FIN
```

```
Indique Semestre: 1=1er Sem, 2=2do Sem, 3=1er Verano o Verano Extendido  
4=2do Verano o Admision Temprana S=salir
```

```
0. SALIR DEL SISTEMA
```

# 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.



```
uprmad.uprm.edu - PuTTY
29/abr/2022          U.P.R. - Recinto Universitario de Mayaguez          9:16 pm
                    SELECCION DE SECCIONES          1er Ver 2022          ESTUDIANTE
                    0907-4 41 29/abr/2022 Crs. TTY
                    7:45 am          10          11

C U R S O          Seccion Cr. Grado
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
NO es curso GRADO

Abreviatura y numero de curso o FIN          [Altas]
INGL3250
```

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

**Phone:**

(787) 832-4040

ext. 2009, 2051, 2055

(787) 834-3718

**Email:**

[computacion@uprm.edu](mailto:computacion@uprm.edu)