Web Services Overview

Step #1:
- Go to [http://www.shu.edu](http://www.shu.edu), click on “PirateNet” in the upper right hand corner of your screen.
  - Note: You MUST login to PirateNet before or during your first week of classes.

Step #2:
- Login to PirateNet by entering your username and password.
  - Your **username** is usually the first SIX letters of your last name and the first TWO letters of your first name. Last names with less than SIX letters will use full last name plus first letters of first name to make EIGHT letters.
    **Example:** Sally Johnson: **johnsosa** (all in lower case)
    (If last and first names combined have less than EIGHT letters use both last and first names which will result in less than EIGHT letters for your username.)
  **Example:** John Smith: **smithjoh** (all in lower case)
  - Your **password**, if your last name is FIVE letters or more, is initially set as the first FOUR letters of your last name in capital letters with the last FOUR digits of your Student ID (CWID) number, followed by two pound signs (##). Last names with FOUR letters or less will use the first TWO letters of last name in caps and the first TWO letters of first name in caps followed by the last four numbers of SHU ID, followed by two pound (##) signs.
    **Examples:** John Smith: **SMIT1234##**
    Sue Lee: **LESU1234##**
    It is recommended that your password be changed after logging in for the first time.

Step #3:
- This is where students can access Seton Hall’s portals and applications. Below are commonly accessed applications and students are encouraged to familiarize themselves with each application’s services

<table>
<thead>
<tr>
<th>COMMONLY ACCESSED APPS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outlook</strong></td>
</tr>
<tr>
<td><strong>SharePoint</strong></td>
</tr>
<tr>
<td><strong>Blackboard</strong></td>
</tr>
<tr>
<td><strong>Portal</strong></td>
</tr>
</tbody>
</table>
TO REGISTER FOR CLASSES
1. Log into your PirateNet Account
2. Click on the Student Portal icon and you will be prompted to enter your username and password
3. Once logged in, access the registration link via the Academics tab
4. From here, students can look up classes, check availability and complete registration. Non-matriculated students must obtain a pin from the Office of Graduate Admissions in order to register
5. Registration can be completed through the ‘look up classes’ link or through the ‘add or drop classes’ link. Students may be prompted to enter class CRN numbers, which can be found on the left hand side of course in the ‘Look Up Classes’ section.

TO ACCESS YOUR DEGREE AUDIT
1. Log into PirateNet using your username and password
2. Click on the “Academics” tab
3. In the “Registration Tools” box, click on “Registration Status”
4. Click on the “Student” tab
5. Click on “Student Records”
6. Click on “Advising Worksheet-Degree Requirements”
7. Scroll to the bottom of the page and click “Generate New Evaluation”
8. Select your major and click “Generate Request”
9. Select “Detail Requirements”

TO ACCESS YOUR UNOFFICIAL TRANSCRIPT
1. Log into PirateNet using your username and password
2. Click on the “Academics” tab
3. In the Student Records box, click on “View Your Unofficial Transcript”
4. Choose the appropriate Transcript Level (Undergraduate or Graduate)
5. Choose “Web Transcript” for Transcript Type
6. Click “Submit”

Information:
- SHU IT Service Desk (servicedesk@shu.edu)
- Stillman Student Information Office (Information for all accepted students) (Stillmaninfo@shu.edu)
- Graduate Admissions Office (Information for all Non-Matriculated and Certificate Students)
- Corrigan Hall Rm 29 (973) 275-2222
- Jubilee Hall Rm 526 (973) 761-9222
- Jubilee Hall Rm 516 (973) 761-9262

Seton Hall University
Stillman School of Business – Student Information Office
Jubilee Hall, Room 526
400 South Orange Avenue, South Orange, NJ 07079
Phone: (973) 761 – 9222  Fax: (973) 761 – 9208
stillmaninfo@shu.edu