

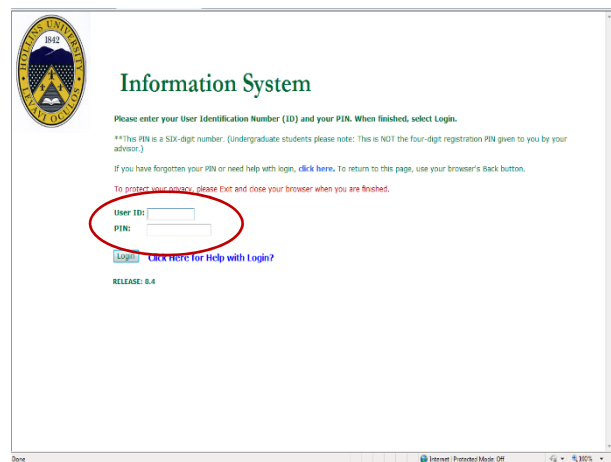
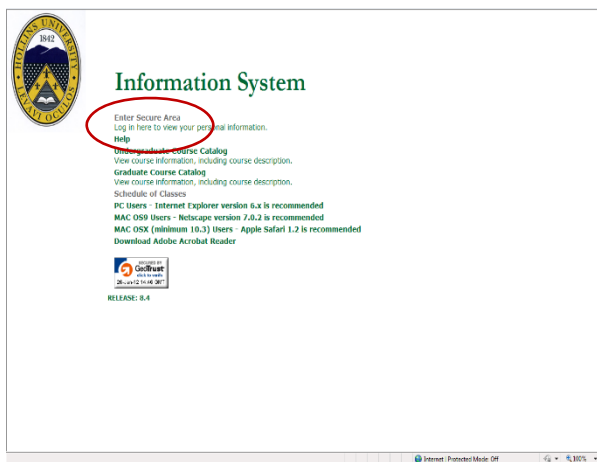
## The Hollins Information System (HIS)

The Hollins Information System (HIS) is the website for class registration, checking grades, viewing unofficial transcripts, making payments on your student account and more. Here are the basic steps for accessing and using HIS including where to go to sign up for classes.

### Option A: Accessing HIS directly

- a. Access HIS directly by going to <https://prodssb.hollins.edu> in your internet browser (Google Chrome works best). A security question may pop up about whether you want to continue to the website and, if so, you will need to say yes to continue.
- b. You can also access HIS by navigating to the Registrar's Page, <http://registrar.press.hollins.edu>. Once you are on the Registrar's homepage, click the link to the Hollins Information System on the left side of the page.

1. Click on the 'Enter Secure Area' link to log in.

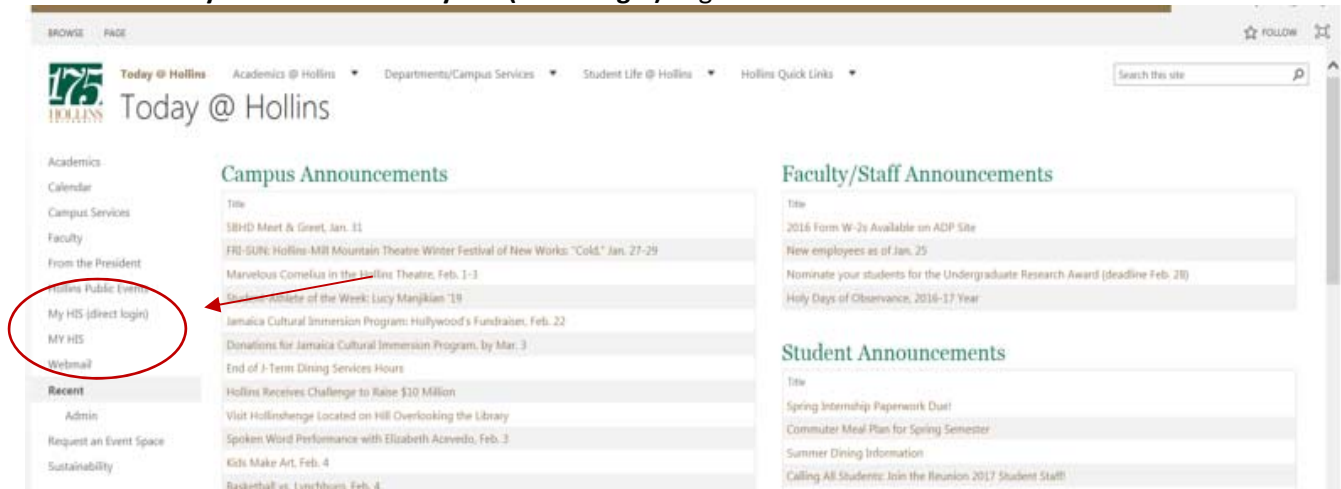


2. Enter your **User ID**, which is your Hollins ID that begins with either an 'A' or '@'. Make sure you enter the capital A or @ symbol and all numbers, including the zeros. The PIN is a six-digit **PIN**. If you are accessing the Hollins Information System for the first time (or if you have had your PIN reset), your PIN is your birthdate in the format mm/dd/yy. For example, if you were born on January 1, 2001 then your Password will be 010101.
3. NOTE: After you click on the 'Login' button you will have the option to change your password. You may pick another six-digit number (all numbers, NO LETTERS) that you can remember (someone else's birthdate, for example).

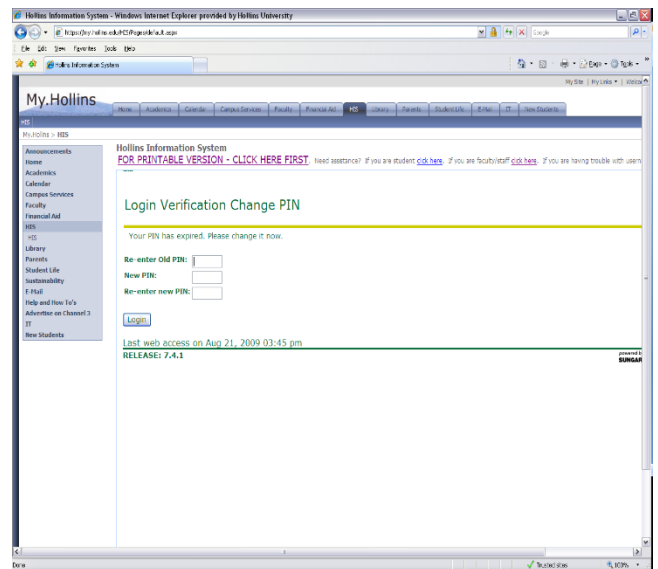
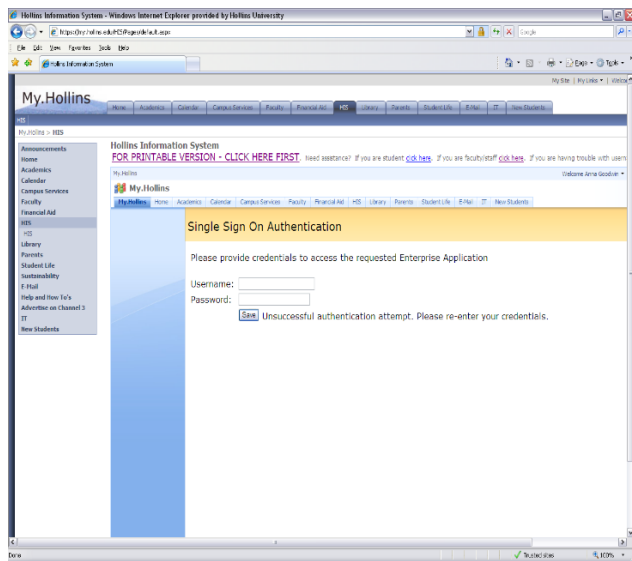
(Option B on next page)

## Option B: Accessing HIS through My.Hollins

1. Go to '<https://my.hollins.edu>' in your internet browser. **NOTE:** If you are accessing My.Hollins from off campus, you will need to log in with your university User Name and Password provided to you by Computer Services. It is the same User Name and Password you use to log into your computer on campus.
2. Click on the '**My HIS**' Tab or the '**My HIS (direct login)**' logo located on the left of the screen.



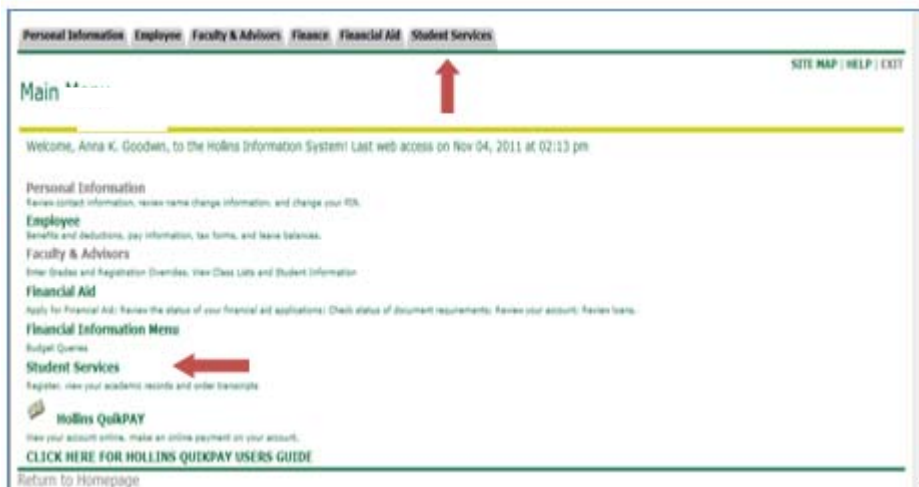
3. Enter your **User ID** which is your Hollins ID that begins with either an 'A' or '@'. Make sure you enter the capital A or @ symbol, plus all numbers including the zeros. The PIN is a six-digit **PIN**. If you are accessing the Hollins Information System for the first time (or if you have your PIN reset), your PIN is your birthdate in the format mm/dd/yy. For example, if you were born on January 1, 2001 then your Password will be 010101.
4. **NOTE:** After you click on the '**Login**' button you will be asked to change your password. You may pick another six-digit number (all numbers, NO LETTERS) you can remember (someone else's birthdate, for example).



(See next page for how to register for classes)

**Once you've successfully logged into HIS:**

1. To begin registering for classes, click on the 'Student Services' tab at the top of the screen.

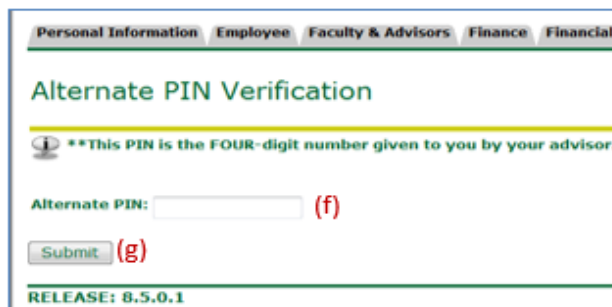
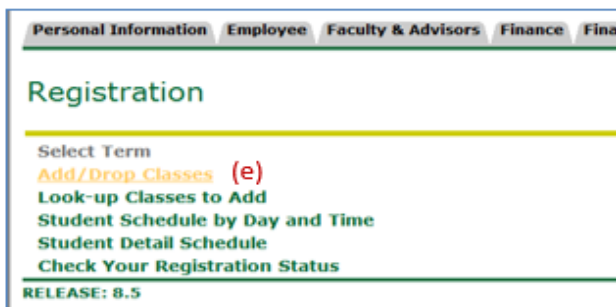


2. Click on the 'Registration' link (a). First, you will need to select the term. Click 'Select Term' (b) and choose the correct term from the drop down (c). Click the 'Submit' button (d) and you will be taken back to the Registration screen.



3. On the Registration screen, choose the 'Add/Drop Classes' link (e). The next screen will direct you to enter the **4-digit** registration PIN that you receive from your advisor during your advising meeting (f). This is a temporary PIN that is different from the 6-digit password PIN used to access HIS.

**Note: This PIN will change with each term, so you must see your advisor to receive a new PIN during advising week.** When you have entered your 4-digit registration PIN, click 'Submit' (g).



4. On the Add/Drop Classes page, enter the CRN (Course Reference Number) in a box for each course that you want to add. The CRN is found in the first column on a schedule of classes document, accessible at <https://registrar.press.hollins.edu/schedule-of-classes/>.
5. Enter 1 CRN per box. You may enter only 1 or up to 10. Click 'Submit Changes' button.

6. The next screen shows the courses for which you are registered 😊 and if you had any registration errors 🚫
  - a. Look at the courses for which you are registered. Are they the correct courses? If they are correct, you do not need to do anything else. If it is not correct and you need to drop the course, you have the option under the Action column (h).
  - b. Now look at the courses with errors.
    - i. If the course is full, you will need to fill out an add/drop form (found on the Hollins University Registrar website) and get the instructor's signature for approval. Send the completed form to [registrar@hollins.edu](mailto:registrar@hollins.edu) to be registered once you have the appropriate signature.
    - ii. If you have other errors, you will only be able to register for the course with an add/drop form and the instructor's signature for approval. Send the form to the Registrar's Office to be registered once you have the appropriate signature.
  - c. If you need to add more courses, you can enter additional CRNs in the boxes at the bottom of the screen.
  - d. Once you have made all changes (if any), click the 'Submit Changes' button. You can continue to make changes on this screen if needed, as well.

(See screen shot on next page)

**Add/Drop Classes:**

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table.

To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

TO VIEW OR ORDER TEXTBOOKS AND COURSE MATERIALS FOR THE COURSES YOU'RE REGISTERED FOR PLEASE CLICK ON THE "VIEW/ORDER TEXTBOOKS" LINK AT THE BOTTOM OF THE PAGE.

**Current Schedule** (h)

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Jan 25, 2012	None	24939	REL	110	1	Undergraduate	4.000	Normal		Intro to World Religions II

Total Credit Hours: 4.000  
Billing Hours: 4.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jan 25, 2012 03:27 pm

**Registration Add Errors** (h)

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 4 Waitlisted	None	24874	MATH	105	1	Undergraduate	4.000	Normal		QR in Today's World
Prerequisite and Test Score error		24819	PHYS	221	1	Undergraduate	4.000	Normal		Survey of Physics/Environment
Class Restriction		24984	HIST	490	1	Undergraduate	4.000	Normal		Honors Thesis

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Reset

- When you are finished, you can return to the registration menu or exit by clicking the option in the top right of the screen.

**Add/Drop Classes:**

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table.

To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

TO VIEW OR ORDER TEXTBOOKS AND COURSE MATERIALS FOR THE COURSES YOU'RE REGISTERED FOR PLEASE CLICK ON THE "VIEW/ORDER TEXTBOOKS" LINK AT THE BOTTOM OF THE PAGE.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
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Wait Listed on Jan 25, 2012	None	24874	MATH	105	1	Undergraduate	0.000	Normal		QR in Today's World

Total Credit Hours: 4.000  
Billing Hours: 4.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jan 25, 2012 03:29 pm

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Reset

RETURN TO MENU | SITE MAP | HELP | EXIT