# 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. **(See page 3 for how to register 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. 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.
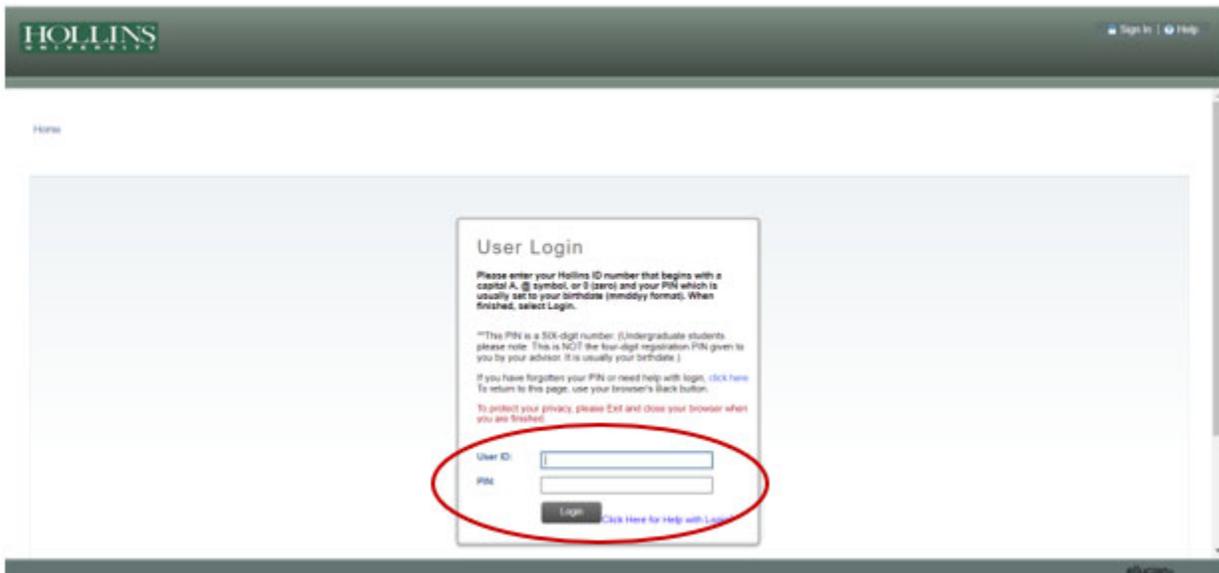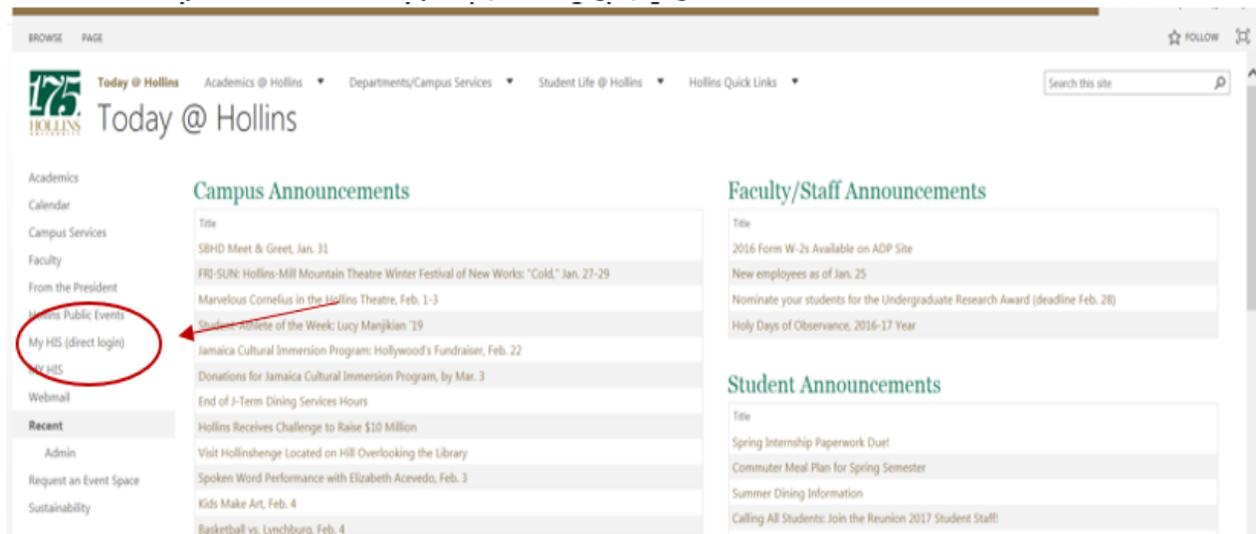

2. NOTE: After you click on the '**Login**' button you will have the option to change your password. You may pick another six-digit number (all numbers, NO LETTERS) that you can remember (someone else's birthdate, for example). SEE #4 below.

(Option B on next page)

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 may change your password. You may pick another six-digit number (all numbers, NO LETTERS) you can remember (someone else's birthdate, for example). Click **Personal Information.** Then click **Change Your Pin**
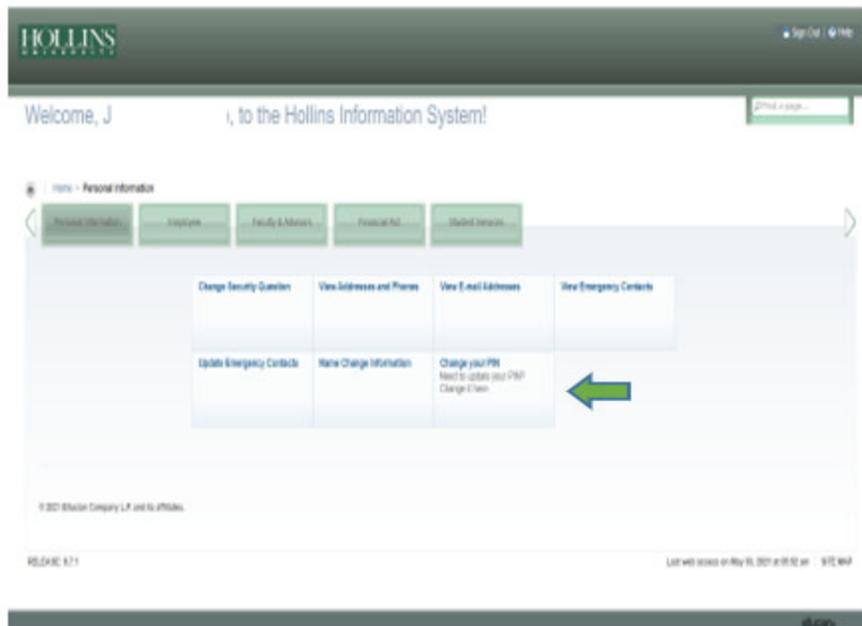

(See next page for how to register for classes)

Once you've successfully logged into HIS:

1. To begin registering for classes, click on the **Student Services** tab.
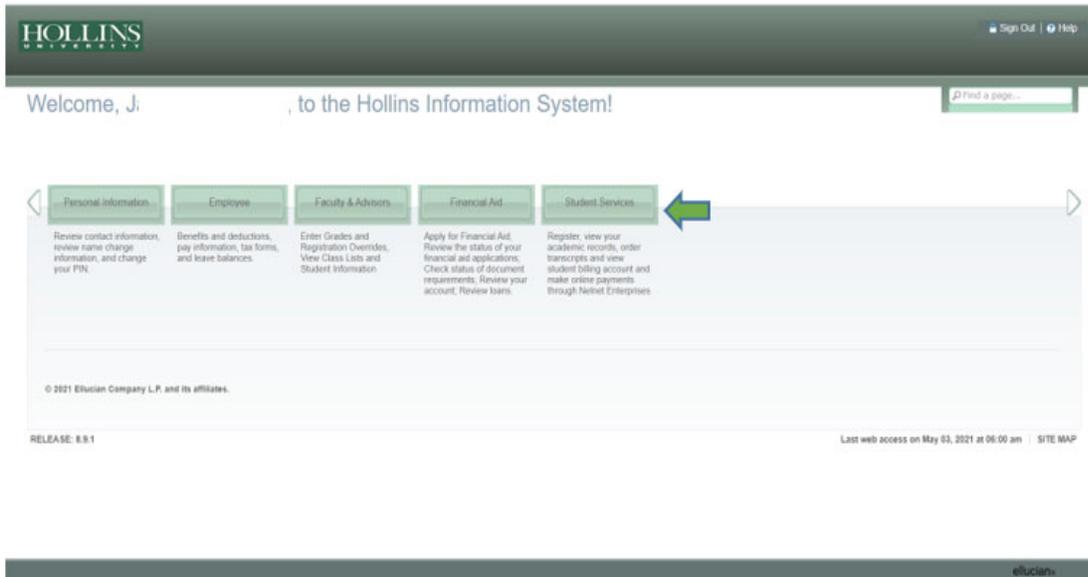
2. Click on the **Registration** link. First, you will need to select the term. Click **Select Term** and choose the correct term from the drop down. Click the **Submit** button and you will be taken back to the Registration screen. On the Registration screen, choose the **Add/Drop Classes**.
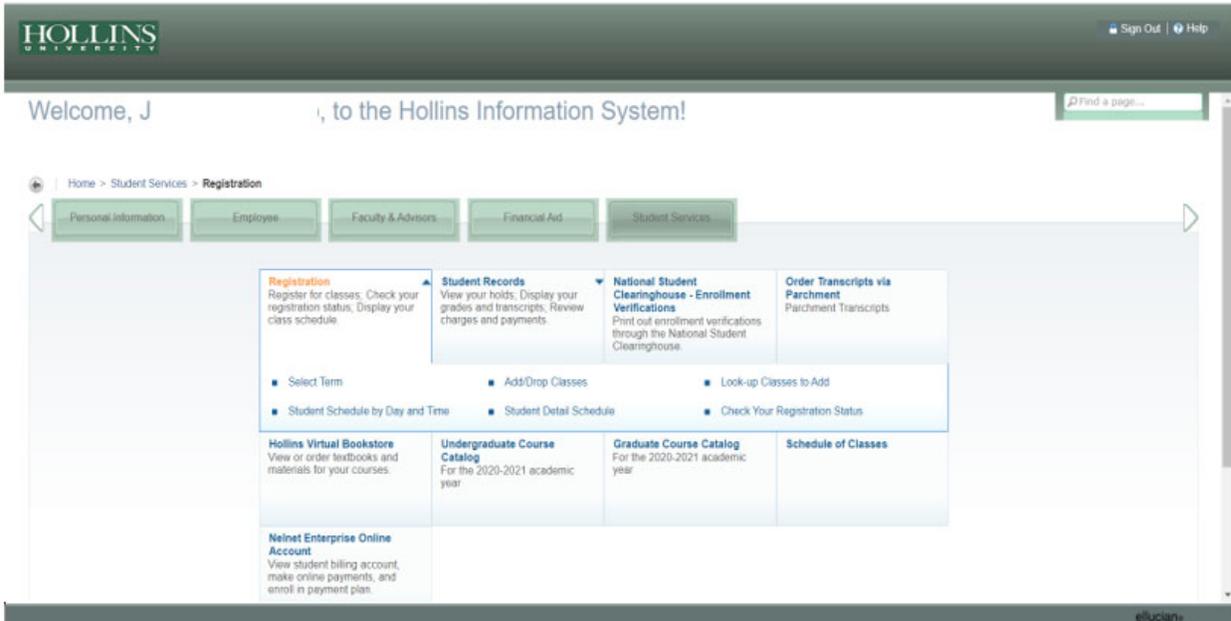
3. The next screen will direct you to enter the **4-digit** registration PIN that you receive from your advisor during your advising meeting. This is a temporary PIN that is different from the 6-digit password PIN used to access HIS.

> **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**.

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/. Enter 1 CRN per box. You may enter only 1 or up to 10. Click **Submit Changes** button.

5. 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.
   b. Now look at the courses with errors.
      i. If the course is full, you will need to complete the add form (electronic process-found on the Hollins University Registrar website)
      ii. If you have other errors (example: prerequisite missing, time conflicts), you will only be able to register for the course with the add form.
      A comment must be made on the add form by you to inform the instructor, advisor, and registrar's office of the reason why you are requesting to be added to a course.
   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.

6. When you are finished, you can return to the main menu by clicking **Home** or exit by clicking **Sign Out**.