



## Accessing Pathway

### Logging in to Pathway

You will need to obtain your SSO and one-time password. Usually this was sent to you in the mail from the Admissions office. If you have lost that information, send an email to [pathway@umkc.edu](mailto:pathway@umkc.edu) which includes your full name, date of birth, and social security number (if you have one).

1. Go to <http://pathway.umkc.edu>
2. Log-in with your User ID (SSO) and one-time Password
  - a. Click on **UM Processes and Reports**
    - i. Click on **Welcome BootStrap Password**
      1. Choose a question
      2. Type in an answer to the question and press Enter
      3. Click the Continue Button
    - b. Now you must set-up your new, permanent password.
      - i. Passwords have lots of rules:
        1. cannot contain spaces
        2. cannot be based on a word in the dictionary, or any UM/campus related terms (like UMKC or Roo)
        3. cannot be based on account owner's name or userid
        4. must be 8-26 characters
        5. must contain 3 of the 4 character sets:
          - a. lower case letter(s) a, b, c
          - b. upper case letter(s) A, B, C
          - c. numbers 1, 2, 3
          - d. symbols: ? . , \_ - ~ + = \$ !
      - ii. A message pops up that your password has been successfully updated
    - c. Click on the UMKC or Pathway picture at the bottom of the page to go to the log-on page for Pathway
3. Log-on to Pathway using your User ID (SSO) and the new password you just set-up in the previous steps
  - a. Click on **UM E-Consent**
  - b. At the bottom of this page, decide whether to Accept or Deny consent
4. If you accepted, you will have to log-on to Pathway again, with your same User ID and password
  - a. Click on **Self Service**
  - b. Click on **Student Center**

**If you need assistance with this process, contact the UMKC Call Center at 816-235-2000.**



## Enrolling for Classes

The Self-Service Student Center is your one-stop shop for everything you need to do at UMKC. You can add and drop classes, view your account balance and financial aid information, update your address and phone number, and see if there are any holds on your account. To get to the Student Center click on **Self-Service** and then click on **Student Center**.

### Enrolling in Classes

1. Click on **Self-Service** and then **Student Center**.
2. In the **Academics** section, click on **Add a Class**.
3. Make sure the appropriate semester appears in the **Select a Term** box and click the yellow **Continue** button.
4. Search for the class you want to add by clicking the yellow **Search** button.
  - a. You must select at least two search criteria. We recommend **course subject** and **course career** (undergraduate) and a third: check the **Show Open Classes Only** box.
  - b. Click the yellow **Search** button near the bottom right of the search page.
5. Find the class you want to add and click the yellow **select class** button.
6. Verify that you have the pre-requisites for the class and that it does not require department consent. If it is a variable credit-hour class, this is where you can indicate the number of credit hours using the drop-down box next to **Units**.
7. Click the yellow **Next** button.
8. The course is now added to your **Enrollment Shopping Cart**.
  - a. You do not have a reserved spot in this class until you finish enrolling.
  - b. You may go back to step 3 to add more classes to your shopping cart.
9. Once you have all the classes you want to take in your enrollment shopping cart, click the yellow **Proceed to Step 2 of 3** button.
10. Confirm that you want to add all of these classes to your schedule.
11. Click the yellow **Finish Enrolling** button.
12. If this is the first time you have accessed add/drop for the semester, you will be presented with the Statement of Financial Responsibility. When you register for classes, you are obligated to pay for those classes whether you attend them or not. If you do not agree, you will not be registered for your classes. After you have read the information, click the yellow **Agree and Continue** box.
13. The classes that were successfully added to your schedule will have a green check-mark (✓) next to them. If any classes were not able to be added, there will be a red X next to them.
  - a. Check the **Message** column to see what prevented Pathway from adding the course(s) to your schedule. These remain in your shopping cart until you delete them or are able to add them.
14. You can now return to the Student Center to view your account and see how much tuition and fees you owe for these classes.

For additional help with the Pathway system visit [www.umkc.edu/registrar/pathway.asp](http://www.umkc.edu/registrar/pathway.asp).

If you cannot log-in to Pathway call the UMKC Call Center at 816-235-2000.

If you are logged on to Pathway, but cannot register, e-mail [pathway@umkc.edu](mailto:pathway@umkc.edu). Include your User ID (SSO) and UMKC Student ID number with all communications.