

IQ.Web Registration Procedure for RTS Atlanta Students

* If you have already set-up and IQ.Web account, proceed directly to step 3.

1. Proceed to IQ.Web homepage – <http://iqweb.rts.edu>
2. Set-up Account
 - a. select Request Access from left-hand menu and click “Go” on the following page
 - b. Enter required information
 - i. The RTS ID. Do you know your number? If not, then there a couple of places to find your unique number. If you were recently admitted, then it was included in your acceptance letter. If you are a current active student, then you can look at a recent student statement to find your number. If neither of these documents is available to you, then please contact [Jonathan Stuckert](#). He will be very happy to provide you your student number.
 - ii. Birth date must be entered as indicated with slashes
 - iii. Password must be 5 to 12 characters long – **it is case-sensitive**
 - iv. Click Request Account once all info has been entered correctly
3. Log-in to IQ.Web and update Address
 - a. Click on “Maintain Addresses” in left-hand menu
 - b. If Address type **is** “During RTS Address”:
 - i. Click “Edit”
 - ii. Update any fields which are incorrect
 - iii. When finished click “Save”
 - c. If Address type **is not** “During RTS Address”:
 - i. Click “Add”
 - ii. Select “During RTS Address” as the address type
 - iii. Fill in all required fields – including **Start Date** and **E-mail Address**
 - iv. When finished click “Save”
 - d. Click on “Define Address Type Hierarchy”
 - i. Make sure “During RTS Address” is at the top of the list
4. Proceed to Online Registration by selecting “Online Registration” from left-hand menu
 - a. Select Select the Year/Term you wish to register for.
 - b. Click on “Course Search,” select the campus at which you want to register for classes, and click “Search”
 - c. Select courses by clicking “Add to Cart”
 - d. Once all courses are added to your cart, scroll to bottom of page and click “Back to Registration”
 - e. Check the box next to all of the classes in your cart you wish to register for and click “Process” to add them to your schedule
 - f. If you intend to **Audit** any of these classes, click on “Make Schedule Changes,” change appropriate courses from “Credit” to “Audit,” and click “Process.”

5. This completes IQ.Web registration, be sure to **Log Off**

** Please note that you will have to come back to IQ.Web after a specified date in order to pay for the classes you have registered for.