

Registration Access Checklist

Updated Spring 2026

New Faculty or Program Advisors:

Your Department Chair or Supervisor **must** email the Director of Advising to request registration access on your behalf. The email should include confirmation that you will be registering, the student population you will serve, and a request for training.

Once this request is received, training details and access information will be sent directly to the advisor. **Access requests submitted by new advisors will not be accepted** and must come from the Department Chair or Supervisor.

_____ Verify Access to ASU Advisor Resource page –
Go to [ASU Advisor Resource Page](#)

_____ Bookmark the current Catalog and Academic Calendar –
<https://catalog.asurams.edu/>
https://www.asurams.edu/enrollment-management/office_of_the_registrar/academic-calendar/index.php

_____ Verify access to:
EAB – <http://asurams.campus.eab.com/>
RamRegister – <https://register.asurams.edu/>
DegreeWorks – Access via BannerWeb

_____ Review Processes on the DoProcess training portal.
To access, please visit: <https://doprocess.myabsorb.com>
The Username you will use is: **Faculty.Advisor** and the password is **Faculty1** This is a joint account for all faculty so please do not alter or change the password.
You may review all videos in the account. But the following are mandatory before registration begins:

Academic Policies
Banner 9
DegreeWorks
EAB

Learning Support
RamRegister
Registrar Info/Processes
Registration Procedures and Forms

_____ Ensure access to Banner 9 for the following actions. If you are missing access, submit the banner form to your supervisor for signature.

SAAADMS - check admissions status (Query)
SOAHOLD - view/release holds (Modify)
SPACMNT - check for FERPA (Query Mode)

SOAHSCH - Check High School GPA (Query)
SOATEST - Check Test Scores (Query Mode)
SGAADVR –Advising Assignments (Modify)

_____ Review DegreeWorks and check access and ability to refresh, locate Fall Through Courses, and Save a Copy

_____ Review Learning Support Rules and bookmark the learning support check sheet.
<https://app.smartsheet.com/sheets/GM64Rrq9Mvx9j37W3J5r6jHFjJM7cHFhx3pcRQ41?view=grid>
ALL Students with outstanding requirements in area A must be checked for support exemption

If you are missing access or information for any of the steps above, please reach out to academicadvising@asurams.edu.