ADVISOR TRAINING

CLEARING STUDENTS FOR REGISTRATION
1. Type in iroar.clemson.edu in the browser’s URL bar.

2. iROAR page will open. Click on Current students, faculty, and staff.

3. Sign in using your Novell credentials (Userid and Password).

4. The Registration menu will open. Click on the iROAR button under Fall 2013.
5. The **iROAR Self-Service Main Menu** will open. Click to **Faculty Services** to see all your options.

6. Options will open. Select the **Student Information Menu**.

7. A drop down list will open. Select Clear students for registration.
8. Select a **Term**, if different that appears, and click on **Submit**.

9. Enter ONE of the following three criteria:
   A) For one student, the exact student’s ID Number.
10. If you searched for one student, name of the advisee will appear. If correct, click **Submit**.
   If you searched for all your advisees, select a student, group of students, or all students from the result list. Then click **Submit**.

11. List of students that are cleared to register will open. Click **Submit** to return Main Menu.