



**2023 ACCESS ORIENTATION  
ONLINE REGISTRATION  
FORM INSTRUCTIONS**



**BEFORE YOU BEGIN, YOU MUST HAVE YOUR MORGAN **USERNAME** AND **PASSWORD**.**

**YOUR UNIVERSITY EMAIL ADDRESS AND STUDENT ID NUMBER CAN BE FOUND IN YOUR ACCEPTANCE LETTER. THE USERNAME IS THE FIRST PART OF YOUR EMAIL. DO NOT INCLUDE @MORGAN.EDU. IF YOU HAVE ANY QUESTIONS ABOUT YOUR USERNAME OR PASSWORD VISIT [WWW.MORGAN.EDU/TECHNOLOGYFAQ](http://WWW.MORGAN.EDU/TECHNOLOGYFAQ).**

**ONLY \$300 PAYMENTS MADE THROUGH THIS REGISTRATION PROCESS  
WILL BE ACCEPTED.**

**DO NOT MAKE ANY PAYMENT VIA THE OFFICE OF THE BURSAR OR THROUGH YOUR PERSONAL WEBSIS  
ACCOUNT.**

**PAYMENT MADE OUTSIDE OF THIS REGISTRATION PORTAL WILL DEEM YOUR REGISTRATION  
INCOMPLETE!!\***



**1. GO TO THE LINK LISTED BELOW:**

**[HTTPS://WWW.MORGAN.EDU/ACCESS](https://www.morgan.edu/access)**

**CLICK  "[ACCESS ORIENTATION PROGRAM REGISTRATION](#)"**

**AT THE BOTTOM OF THE PAGE.**



- 1) It is absolutely critical that you carefully read the instructions **COMPLETELY BEFORE YOU BEGIN** your ACCESS Orientation registration process!
- 2) You must follow the attached instructions exactly to register for ACCESS Orientation!
- 3) Once you begin the registration process, you will have **exactly 15 minutes** to complete the registration including entering your **\$300 payment** before you are locked out of the system for a full 48 hours. Have your credit card payment in hand and ready when you begin. Every time you attempt to re-enter the ACCESS portal before the 48 hours have elapsed, the 48-hour lockout period restarts! So if you are locked out please **PATIENTLY WAIT** 48 hours!
- 4) Online credit card payment via WebSIS is **THE ONLY METHOD OF PAYMENT FOR THE ACCESS PROGRAM!** **DO NOT ATTEMPT TO PAY ANY OTHER WAY!** Once you make your **\$300 payment**, check your official Morgan email for the reference receipt. **DO NOT RE-ENTER THE ACCESS WEBSIS PORTAL** to confirm registration! The emailed reference number is your only receipt and confirmation! You may email [access@morgan.edu](mailto:access@morgan.edu) should you have any questions.

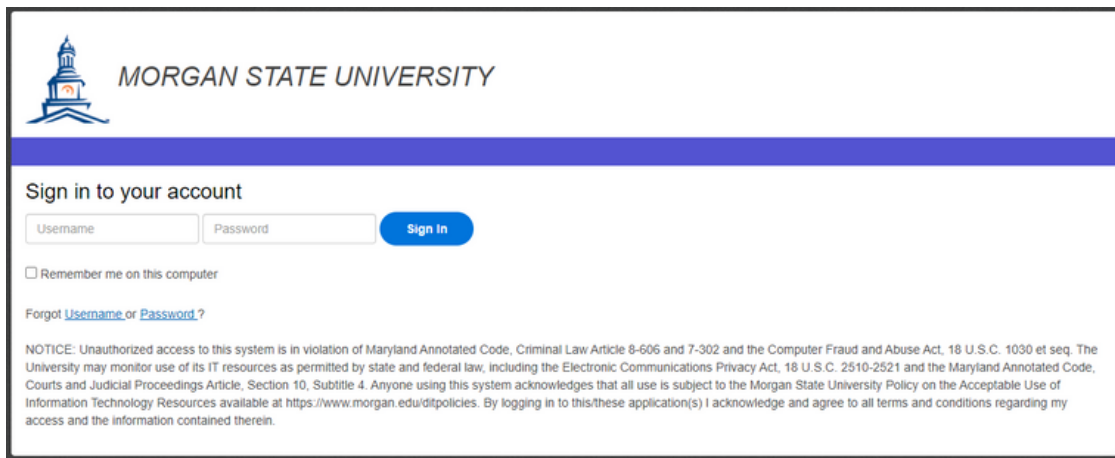


**[ACCESS ORIENTATION PROGRAM REGISTRATION: CLICK HERE](#)**



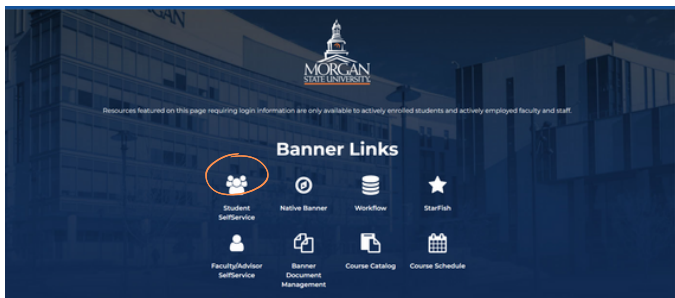
## 2. INPUT YOUR MORGAN USERNAME (WITHOUT THE “@MORGAN.EDU”) AND PASSWORD.

(EXAMPLE: IF YOUR EMAIL ADDRESS IS GESAW1@MORGAN.EDU, INPUT ONLY GESAW1.)

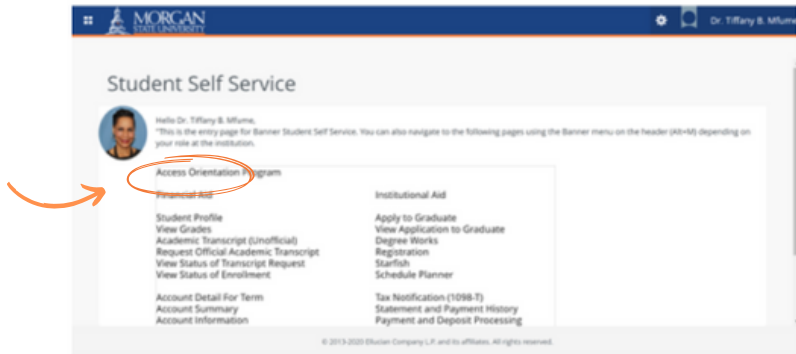


The image shows the Morgan State University login page. At the top left is the university's logo, a stylized building. To its right is the text "MORGAN STATE UNIVERSITY". Below this is a blue horizontal bar. Under the bar, the text "Sign in to your account" is displayed. There are two input fields: "Username" and "Password". To the right of the "Password" field is a blue "Sign In" button. Below the input fields is a checkbox labeled "Remember me on this computer". Below the checkbox is a link that says "Forgot Username or Password?". At the bottom of the page, there is a long, small-print notice regarding unauthorized access and the university's policy on acceptable use of IT resources.

## 3. YOU WILL BE DIRECTED TO THE BANNER LINKS PAGE WHERE YOU WILL SELECT STUDENT SELF SERVICE.



## 4. IN THE MAIN MENU, CLICK ON ACCESS ORIENTATION PROGRAM.



**DON'T FORGET**

**ONLY \$300 PAYMENTS MADE THROUGH THIS REGISTRATION PROCESS  
WILL BE ACCEPTED.**

**DO NOT MAKE ANY PAYMENT VIA THE OFFICE OF THE BURSAR OR THROUGH YOUR PERSONAL WEBSIS  
ACCOUNT.**

**PAYMENT MADE OUTSIDE OF THIS REGISTRATION PORTAL WILL DEEM YOUR REGISTRATION  
INCOMPLETE!!\***



**5. CLICK ON THE  
ACCESS ORIENTATION  
OPTION.**



**Student**

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

**Access Orientation Registration**

Click **HERE** to continue your Access Orientation Registration.



# APPLICATION REGISTRATION EXAMPLE

Student

Search  Go

[SITE MAP](#) [HELP](#) [EXIT](#)

## Access Orientation Registration

**\*\* Please note that the \$300 ACCESS Orientation Program fee is non-refundable. If you do not attend the ACCESS program, the \$300 fee will not be refunded to you.\*\***

**\*Denotes required fields**

Please verify your best phone number: (XXX-XXX-XXXX)

Select your Tshirt size:

(SELECT ONE) ▼ \*

Please indicate the session you will attend:

(SELECT ONE) ▼ \*

\*Please note that spaces in each session are limited. If we are **NOT** able to schedule you for the session you selected, you will be contacted. If you are **NOT** able to attend the session you selected, contact us **IMMEDIATELY!**

Have you had a COVID-19 vaccine?

(SELECT ONE) ▼ \*

Which vaccine have you had?

(SELECT ONE) ▼ \*

How many doses?

(CHOOSE:) ▼ \*

**\*\* You must be fully vaccinated to attend the in-person ACCESS Orientation Program on Morgan's campus. \*\***

## 6. PAYMENT (HAVE A CREDIT CARD/ DEBIT CARD READY)

**PAGE WILL TIME OUT IN 15 MINUTES. IF YOUR PAGE TIMES OUT, YOU WILL HAVE TO WAIT 48 HOURS TO REGISTER**

Student

Search  Go

[SITE MAP](#) [HELP](#)

## Access Orientation Registration Summary

Student Name and ID:	Epiphany Green	00280357
Student TShirt Size:	Adult Medium	
Student Session:	July 11-14, 2023	
Have you had a COVID-19 vaccine?	Yes	
Which vaccine have you had?	Johnson and Johnson/Janssen	
How many doses?		
Student Registration Fee:	\$300.00	
Total Due:	\$300.00	

**\*\*\*YOU WILL NOW BE DIRECTED TO THE TOUCHNET PAYMENT PORTAL TO COMPLETE REGISTRATION. ONLY PAYMENTS MADE THROUGH THIS REGISTRATION PROCESS WILL BE ACCEPTED. DO NOT MAKE ANY PAYMENT VIA THE OFFICE OF THE BURSAR OR THROUGH YOUR PERSONAL WEBSIS ACCOUNT. ANY PAYMENT MADE OUTSIDE OF THIS REGISTRATION PORTAL WILL DEEM YOUR REGISTRATION INCOMPLETE!!!!\*\***

[PAY NOW](#)

## 7. YOU MUST PAY THE \$300 REGISTRATION FEE TO BE CONFIRMED.

Student

Search  Go

[SITE MAP](#) [HELP](#) [EXIT](#)

## Access Orientation Registration

Thank you for registering for the Summer 2023 ACCESS Orientation Program. **Your registration is confirmed!** You will receive your first email from the ACCESS Program Coordinator, Mr. Richard Kearney, after the registration deadline on May 15, 2023.

