1. There are several ways to get to BearWeb. The url is http://bearweb.baylor.edu/ or you can access a link on the Baylor home page. There is also a link on the Current Student Page under Registration.

2. BearWeb homepage where you can Login, find out your ID number and reset your PIN.
**Bear ID:** A Bear ID is an electronic identifier created uniquely for every student and employee at Baylor. Your Bear ID and password are the keys to your Baylor email account and to accessing many campus digital resources. Usually your Bear ID is your first name_last name, i.e. John_Smith. It is used in your email address (John_Smith@baylor.edu).

**ID Number/User ID:** This nine digit number will be printed and encoded on your ID card. You will use this number to access BearWeb.

**PIN:** Finally, you must also have a PIN (personal identification number) in order to use BearWeb. Your PIN is initially set to a random number that you cannot see. Therefore, you must set your PIN to something that you will know and remember.

3. BearWeb Login Page: You will use your Baylor ID number and PIN.

![BearWeb Login Page](image)

**User Login**

Please enter your Baylor Identification Number (ID) in the User ID field. If you do not have your Baylor ID number memorized, or if you do not have your ID card in hand, you may click here to display your ID number using your Bear ID.

Then enter your six-character Personal Identification Number (PIN) in the PIN field and click Login. Your PIN is case-sensitive. If this is the first time for you to login to BearWeb, click here to establish your PIN using your BearID.

Please Note: When you are finished, please exit and close your browser to protect your privacy.

**User ID:** 890931274
**PIN:** ******

[Login] [Forgot PIN?]

BearWeb Homepage

**RELEASE:** 7.4
4. Each semester you will be asked to update your local address, cell phone number and next-of-kin email address for emergency contact purposes. We need your emergency contact information in order to notify you promptly of an event that might result in the disruption of normal campus operations. Please verify and/or correct the contact information that we have on file for you including your cell phone number:

- **Cell Phone Area Code:** 254
- **Cell Phone Number:** 7495882

*Your cell phone number will not be listed in any institutional directory, either paper or online.*

- **Local Address Street Line 1:** 1313 Austin Avenue
- **Local Address Street Line 2:**
- **Local Address City:** Waco
- **Local State:** Texas
- **Local Address Zip:** 76701
- **Next-Of-Kin Email Address:**

Please choose one from the following before clicking Submit.

- Acknowledge the above data is correct: [ ]
- Ask Me Later: [ ]

5. Main Menu
6. Student Records menu.

7. Registration Menu
8. The Advisement and Contact Information web page shows your current major, who you need to contact for required advisement(s) and how to contact that advisor or department to set up your advisement appointment.

9. If you see this screen after selecting Add or Drop Classes from the Registration Menu, then you have not completed your advisement yet. Click on the ‘Advisement and Contact Information’ link to determine what advisement has not been fulfilled.
10. Adding and Dropping Classes Page. Always read all directions on web pages as they change periodically due to the time of the year or system problems.

11. This is what you will see when you click the ‘Class Search’ button at the bottom of the Add or Drop Classes webpage. You can choose different things to limit your search.
12. When your search comes back, you just choose the class you want by clicking in the box to the left of the class. You can either click ‘Register’ which will then try to add you to that class or you can click ‘Add to Worksheet’ which will not add you to the class until you click ‘Submit Changes’ on the Add or Drop Classes web page.

13. When you have registered for a class, you will see it listed under ‘Current Schedule’ on the Add or Drop Classes webpage. If you have an error, it will display above there. Such errors could include a time conflict, missing pre-requisites or missing co-requisites such as lab.
14. If for some reason, you want to drop a class that you have already registered for, you should first review “Before You Drop A Course” under Academic Goals on the advising website at www.baylor.edu/advising. To process the drop, you can go to the Add or Drop Web Page and choose ‘Web Drop’ from the drop down box. Make sure and click ‘Submit Changes’ or your drop will not happen.

15. From the Registration menu, you can find your Student Schedule. It is your responsibility to verify that all the classes you think you are taking are there. Make sure and verify the days and times.
16. Cashier’s Menu

17. Financial Aid Menu
18. **Important Phone Numbers that can help you out:**

- **ITS Help Line (710-4357 or 710-HELP)**
  - For help with passwords, BearWeb information, Outlook and AirBear questions
- **ResNet (710-7638)**
  - For technology problems in the residence halls
- **Moody 24 hour computer lab (710-4113)**
  - For PawPrints, personal web pages and help with specific applications
- **Computer Repair Shop (710-6520)**
  - For possible PC hardware repair issues