Registration in myWings

What is my new UNF ID number?
• This number is your identification number on campus; it is also referred to as an N number. You can access your UNF ID number by clicking http://mywings.unf.edu and click on “Login Help.”

How do I access myWings?
• You can access myWings from the UNF website (www.unf.edu) by clicking on the myWings Portal.
• You will log-in using your UNF student ID N# (example: N00012345). This is the student ID that you use to check your UNF email or log on to a computer in one of the computer labs here on campus. Click on the Students tab.

Where can I find my registration appointment?
• Registration appointments will be called “Time Tickets” in MyWings.
• You can see your Time Ticket in the Student tab under Registration Tools. Click “Registration Status” and your time ticket will be posted.
• You may register anytime within the range that shows up.
• If there isn’t a Time Ticket, you will need to contact One Stop at 620-5555.

I have a hold. How do I get rid of it?
• You can view holds in MyWings under Student tab -> Student Self Service-> Student Records and click View Holds. This area will tell you who to contact regarding your hold and provide you with the phone number.

How do I add classes?
• You can go to Add/Drop Classes in MyWings. At the bottom of the screen you can type in the CRN (Course Reference Number) and then hit the Submit Changes button.
• Or, you can search for classes and check the box to the far left of the class you want and then hit the Submit Changes button at the bottom of the screen. If you need to Add yourself to a waitlist, you must hit Submit Changes twice for it to go through.

I'm getting an error message when I register for a class. What do I do?
• Go to the Help Menu at the top of the screen and find the error message you received and follow the instructions on who to contact.
• If you are receiving a “pre-req/test score” error message and you don’t know if you have taken the pre-requisite for the course, visit http://www.unf.edu/. Click “Courses & Catalogs” under “ADMISSIONS.” Search for the class that you are trying to register for and look for the pre-requisites required for that course.
• If you have met the prerequisites for that course you may fill out a registration override form available on our website http://www.unf.edu/coggin/services/registration_override.php.

Academic Advising
• You are responsible for the information on your Degree Evaluation
• For questions regarding this information, please contact: Academic Advising at coggin.students@unf.edu or call 904-620-2575