

# DUCKTRAX WEB SELF-SERVICE

To access DuckTrax from the [Tarleton](#) home page, click on the “**Registration, Grades- Pay Bill, Financial Aid**” icon, and then click on the DuckTrax link under option #1.



1. Classic Option: Use Ducktrax

Login to **Ducktrax** using your nine digit UID and six-digit pin. (Visit [General Registration Information page](#) for more information on using DuckTrax. )



## DUCK TRAX HOME PAGE

- [Enter DuckTrax \(Web Self Service\)](#)
- [Prospective Students](#)
- [Check Admission Application Status](#)
- [Class Schedule](#)
- [PDF Course Schedules by location](#)
- [Code Purple](#)



**Click Enter DuckTrax  
(Web Self-Service)**

[HELP](#) | [EXIT](#)

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When fi

To protect your privacy, please [Exit](#) and close your browser when you are finished.

User ID:



PIN:

- **USER ID:** Assigned University ID or SSN. If you have forgotten your **USER ID** you may look it up at [UID Lookup](#).
- **PIN:** If first time to access DuckTrax use MMDDYY (Birthday)-This is the default pin.
- **If you have already accessed DuckTrax once before you would have been required to change your pin.** Contact Registrar’s office at 254-968-9419 or 9417; or the Help Desk at 254-968-9885 if you experience any problems with your PIN number.

## Login Verification Security Question and Answer

 If you forget your PIN, you can reset it yourself without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, limit it to 30 characters, limit spaces, and do not use special characters.

**Enter Question:**


**Answer:**


**IF THIS IS THE FIRST TIME TO ACCESS DUCK TRAX YOU WILL HAVE TO SET UP YOUR SECURITY QUESTION AND ANSWER. EX: WHAT IS MY DOG’S NAME? WHAT IS MY MOTHER’S MAIDEN NAME?**

# DUCKTRAX WEB SELF-SERVICE

## MAIN MENU: IMPORTANT TUITION DEADLINES WILL BE DISPLAYED

[Personal Information](#)  
Update addresses, contact information or marital status; review name c

[Online Services & Financial Aid](#)   
Register, View your academic records and Financial Aid




[Texan Bill Pay](#)  
Click here to view and pay your bill online. \*Note - If nothing happens,

**CLICK ONLINE SERVICES & FINANCIAL AID LINK TO CHECK REGISTRATION STATUS, CLASS SCHEDULE AND ADD/DROP CLASSES FROM YOUR SCHEDULE**

[Personal Information](#) [Online Services & Financial Aid](#)


Search

Main Menu 

**OR CLICK ON THE ONLINE SERVICES & FINANCIAL AID TAB AT THE TOP OF THE MAIN MENU PAGE.**

[Personal Information](#) [Online Services & Financial Aid](#)

## Online Services & Financial Aid

[Registration](#)   
Check your registration status, class schedule and add or drop classes

[Student Records](#)  
View your holds, grades, transcripts and account summary

**CLICK REGISTRATION LINK TO CHECK REGISTRATION STATUS, CLASS SCHEDULE AND ADD/DROP CLASSES FROM YOUR SCHEDULE**

## Registration

Select Term

[Add or Drop Classes](#) 

**CLICK ADD/DROP CLASSES LINK TO REGISTER FOR COURSES OR MAKE CHANGES TO SCHEDULE**

Please select the proper term for which you are registered.

Failure to pay in the appropriate term could result in cancellation of registration.

Select a Term:  

**SELECT REGISTRATION TERM FROM DROP DOWN MENU AND CLICK SUBMIT BUTTON**

## DUCKTRAX WEB SELF-SERVICE



Each semester you will have to update your address, this will be done following the term selection

### Add or Drop Classes

ENTER **5 DIGIT CRN** (IF KNOWN) IN FIELDS BELOW FOR EACH COURSE **INCLUDING LAB SECTIONS** THAT YOU WISH TO REGISTER FOR; CLICK **SUBMIT CHANGES** TO SAVE SCHEDULE.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down menu.

### Add Classes Worksheet

CRNs								
82811	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>						

### Registration Add Errors

**MOST COMMON REGISTRATION ERROR: LAB SECTION CRN WAS NOT ENTERED AT SAME TIME OF LECTURE COURSE CRN.**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
LINK ERROR: L1 REQUIRED	81194	CHEM	201	010	Undergraduate	4.000	Standard		Organic Chemistry I



IF A COURSE REQUIRES A LAB, **BOTH** CRNS FOR LECTURE AND LAB MUST BE ENTERED AT SAME TIME TO REGISTER.

**OTHER CONFLICTS OR ERRORS THAT MAY OCCUR:**

- TIME CONFLICTS
- LEVEL CONFLICTS
- PRE-REQUISITE CONFLICTS
- DUPLICATE COURSE CONFLICT (if registering for same subject & course #).
- CLOSED COURSE SECTIONS

FOR INFORMATION REGARDING THESE CONFLICTS OR ANY OTHER CONFLICT YOU MAY CONTACT THE REGISTRAR'S OFFICE AT 254-968-9121.

# DUCKTRAX WEB SELF-SERVICE

Personal Information Online Services & Financial Aid

## Add or Drop Classes


 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down menu.

### Add Classes Worksheet

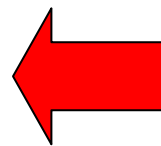
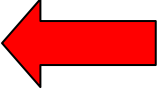
**IF REGISTRATION ERRORS OCCUR, CLICK CLASS SEARCH TO SEARCH FOR OPEN SECTIONS.**

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Subject:	<input type="text" value="Engineering Physics"/> <input type="text" value="English"/> <input type="text" value="Entomology"/>
Course Number:	<input type="text" value="111"/>
Title:	<input type="text"/>
Schedule Type:	<input type="text" value="All"/> <input type="text" value="Combined Lecture/Laboratory"/> <input type="text" value="Dissertation"/>
Instructional Method:	<input type="text" value="All"/> <input type="text" value="Video/Broadcast TV"/>



## CLASS SCHEDULE SEARCH

**SEARCH FOR CRN'S AND OPEN COURSE SECTIONS**

**SELECT SUBJECT AREA (required), ENTER COURSE NUMBER (if known) AND CLICK CLASS SEARCH.**

*Note: The less search criteria you enter the better chance of yielding the results needed. It is recommended students limit their search criteria to the subject area and course number.*

# DUCKTRAX WEB SELF-SERVICE

**THIS SCREEN SHOWS COURSE SECTIONS FOUND FOR THE SEARCH CRITERIA SELECTED. CHECK THE BOX IN FRONT OF THE DESIRED CRN AND CHOOSE REGISTER OR ADD TO WORKSHEET. TAKE NOTE OF THE SEATS REMAINING AND CAMPUS. IF SEATS REMAINING IS ZERO OR "C" IS LISTED UNDER THE SELECT COLUMN, THEN THERE ARE NO SEATS AVAILABLE. CHOOSE ANOTHER SECTION.**

## Sections Found

SEATS REMAINING																	CAMPUS LOCATION					
English	SUBJECT										BUILDING LOCATION											
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date	Location	Attribute
										Cap	Act	Rem	Cap	Act	Rem	Cap	Act	Rem		(MM/DD)		
<input type="checkbox"/>	80016	ENGL 111	010	S	3.000		Intro to College Composition	MWF	08:00 am-08:50 am	25	1	24	0	0	0	0	0	0	TBA	08/28-12/14	HUM 205	Stephenville
<input type="checkbox"/>	80017	ENGL 111	020	S	3.000		Intro to College Composition	MWF	08:00 am-08:50 am	25	0	25	0	0	0	0	0	0	TBA	08/28-12/14	HUM 113	Stephenville

**SELECT THE BOX FOR THE SECTION YOU WISH TO REGISTER FOR OR CLICK ON THE CRN FOR ADDITIONAL CLASS INFORMATION**

**WE OFFER COURSES ON SEVERAL OFF-CAMPUS LOCATIONS; SO TAKE NOTE OF LOCATION AND CAMPUS ATTRIBUTE.**

## Add Classes Worksheet

**THE CRN WILL AUTO-POPULATE THE FIELD BELOW FROM THE CHOICE SELECTED ABOVE. CLICK SUBMIT CHANGES TO REGISTER FOR THE CLASS**

**CRNs**

80016								
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## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jun 16, 2006	None	80016	ENGL 111	010		Undergraduate	3.000	Standard	Intro to College Composition

Total Credit Hours: 3.000  
 Billing Hours: 3.000  
 Maximum Hours: 19.000  
 Date: Jun 16, 2006 04:03 pm

SUCCESSFUL REGISTRATION OF CLASSES

**DUCKTRAX WEB SELF-SERVE EXAMPLES**

RETURN TO MENU SITE MAP HELP **EXIT**

**CLICK EXIT IN UPPER RIGHT HAND CORNER TO EXIT DUCKTRAX.**

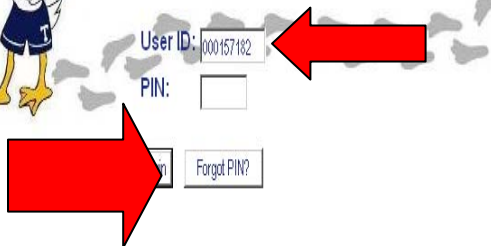


Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished:

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:



**IF YOU FORGET OR DISABLE YOUR PIN NUMBER, ENTER YOUR USER ID AND CLICK "FORGOT PIN?"**

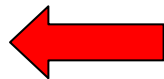
Security Answer

**ANSWER YOUR SECURITY QUESTION; CLICK SUBMIT ANSWER**

User ID: 000157182

Question: What is my dog's name?

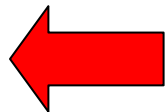
Answer:



 **Your PIN has to be reset. Please change it no**

New PIN:

Re-enter new PIN:



**RESET PIN NUMBER TO A DIFFERENT SIX DIGIT NUMBER. THIS NUMBER MUST BE DIFFERENT THAN EXISTING PIN. PIN MUST BE NUMBERS NO LETTERS, OR ADDITIONAL CHARACTERS OR SPACES. CLICK RESET PIN.**

**CONTACT REGISTRAR'S OFFICE AT 254-968-9419 or 9417; or HELP DESK AT 254-968-9885 IF YOU EXPERIENCE ANY PROBLEMS.**

RETURN TO MENU SITE MAP HELP **EXIT**

**CLICK EXIT IN UPPER RIGHT HAND CORNER TO EXIT DUCKTRAX.**

