



## Step-by-Step Guide to Registration

### Part 1: Logging in to LORIS

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Tuesday, May 26, 2009

Hello, and welcome to the Wilfrid Laurier University Headstart online workshop for the LORIS system. This set of workshops will show you step-by-step how to use the LORIS system for registration. We're going to start by learning how to log into the system, then look at adding and dropping courses, printing schedules and finally some common errors student's encounter when using this system.



## Step 1

Logging onto LORIS: Open browser and type in and go to the following website:

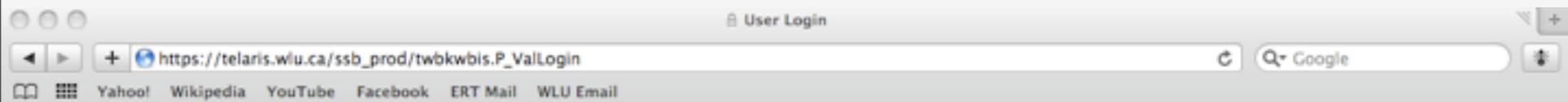
<https://telaris.wlu.ca/>

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To begin, open your web browser, type "telaris.wlu.ca" into the address bar and press enter.

# LAURIER Headstart



## LORIS (*Laurier Web Information System*)

You should now be at the LORIS homepage.

Please enter your user Identification Number (Student ID Number) and your Personal Identification Number (PIN). When finished, click Login.

User ID:

PIN:

Login

Forgot PIN?



### Step 2

Type in your User ID and PIN and click Login.

Please note that your User ID is your student number (9 digit number) For first time users, your PIN is your date of birth. (Please type it in the numerical format: MMDDYY) Important! - If you type your User ID and PIN incorrectly 3 times, it will lock your account.

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You should now be at the login screen on the LORIS homepage.

To log in, type your 9 digit student ID number into the "User ID" field and your password into the PIN field.

If this is your first time logging in, your PIN number will be your date of birth in the format month, day, and the last 2 digits of the year. For example, someone born on October 16, 1990 would enter their PIN as "101690".

**IMPORTANT** - If you enter your User ID and PIN incorrectly 3 times, your account will be locked. If this happens, follow the instructions that appear which will give you a number to call to unlock the account.

Once you are done entering your login information, Press the "Login" button to continue.



## Main Menu

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**Welcome, John Student, to LORIS!** Last web access

### Personal Information

#### View/Update

- \* Personal Identification Number (PIN)
- \* Security Question
- \* Address(es) and Phone Number(s)
- \* Email Address(es)
- \* Emergency Contact Information
- \* Name Change Information
- \* Social Insurance Number (SIN)

### Student Services

- \* Registration
- \* Student Records
- \* T2202A Tax Form
- \* Opt in for Phone Cord
- \* Check OSAP Status

### Employee

View your personal employee information.

### WebCT/Blackboard

Laurier's Learning Management System.



You are now at the Main Menu of LORIS

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[Return to Homepage](#)

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If you have logged in correctly, you should see this screen, which is the Main Menu page of LORIS.



## Thank you!

Questions:

**Website**

[www.wlu.ca/headstart](http://www.wlu.ca/headstart)

**Email**

[headstart@wlu.ca](mailto:headstart@wlu.ca)

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That concludes our module on logging in to LORIS. Next we're going to look at adding and dropping courses using the LORIS system.

If you have any more questions about logging into LORIS, check out the WLU Headstart website listed on this screen, or email "[headstart@wlu.ca](mailto:headstart@wlu.ca)"