

# Navigating the One Book & Reservation Process

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## SIGN IN

JMU e-ID:   
Password:   
Login

- Orientation website log-in based on student type/term: [www.jmu.edu/orientation](http://www.jmu.edu/orientation)
- First-Year or Transfer student (*use navigational side bar*)
- Transfer student admit term: summer or fall
- Students pay their tuition deposit/waiver applied, then change their e-ID password
  - MyMadison—Applicant Center / UBO website: paying the tuition deposit
  - MyMadison—Student Center: changing your e-ID password

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## ORIENTATION RESERVATION - Step Dependencies

### FIRST-YEAR (FALL)

- JMU Email Account
- First-Year Student Survey
- Emergency Notification
- Emergency Contact
- Math Placement Exam
- Prepare for Class Enrollment
  - major modules



### TRANSFER (SUMMER/FALL)

- JMU Email Account
- New Transfer Student Survey
- Emergency Notification
- Emergency Contact
- Math Placement Exam

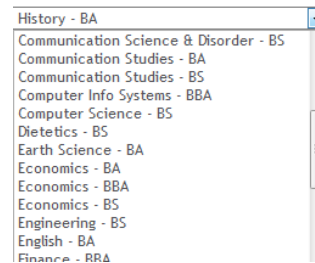


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## ORIENTATION RESERVATION - Info & Declare Major

### My Orientation Reservation—Task Items

- View Personal Information
  - Verify home address and phone numbers
- Declare your Major
  - FYR—refer to the Prepare for Class Enrollment step & enrollment worksheet
  - TRN—Explore Majors: <https://www.jmu.edu/orientation/transfer/majors.shtml>
  - Audition / Portfolio Review:
    - Studio Art, Graphic Design, Interior Architecture, Music, Theatre/Dance
  - Teaching—IDLS: Inclusive Early Childhood Ed, Elementary Ed, Middle Ed, Special Ed
  - Teaching—Secondary Ed: Select Major of teaching discipline
  - Pre-Professionals:
    - Pre-Dentistry, Pre-Forensic Studies, Pre-Law, Pre-Med, Pre-Occupational Therapy, Pre-Optometry, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physician Assistant, Pre-Theology, Pre-Veterinary Medicine
- Disability Accommodations (during Summer Springboard)
  - Submit request with reservation for both student and guest



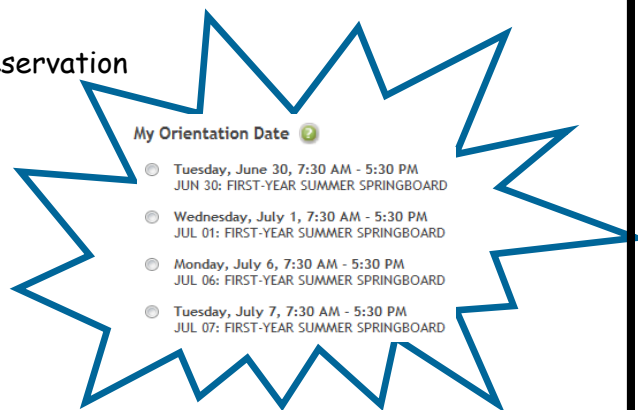
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## ORIENTATION RESERVATION - Submit Reservation

### My Orientation Reservation—Task Items

- Select a Date
  - Dates are assigned based on a student's major and advisor availability
  - TSS — June 1, 2, 3, 4
  - FSS — June 25, 29, 30, July 1, 2, 6, 7, 8, 9, 13, 14, 15, 16
    - Dates by College/Major, program specific (*refer to The One Book website*)
  - Students not able to attend should complete the reservation and select "Unable to Attend"
- Add a guest
  - Add up to 2 guest through the reservation
  - Request for additional guest must be submitted by the "Send a Message" tab
- My Reservation — Submit, Print, & Exit
  - Submit to confirm reservation
  - Print a copy, then save and exit



### Change of Major

#### Return to "My Orientation Reservation"

- Select new major
  - Save and Continue to confirm the date hasn't changed
- Print a copy, then save and exit
- Refer to FAQs on tasklist
- If error message, send notice through the "Send a Message" tab



#### Return to "Prepare for Class Enrollment"

- Create a new 1st Semester Enrollment Worksheet
- Print a copy and use during enrollment
- If after enrollment, add/drop classes in Student Center of MyMadison

### Change of Date

#### Return to "My Orientation Reservation"

- Select a new date
  - Review remaining dates available
  - Select new date or "Unable to Attend"
- Print a copy, then save and exit
- Refer to FAQs on tasklist
- No date available, request must be submitted through the "Send a Message" tab

