J1 Quick Guide

How to Clear Students to Register for Courses

Using your SSU credentials, log in to J1 Web https://j1web.shawnee.edu/J1Web

Once you arrive at your landing page (see screenshot below), click on the black rubrics cube shape next to the Jenzabar butterfly in the upper-left-hand corner of the screen:
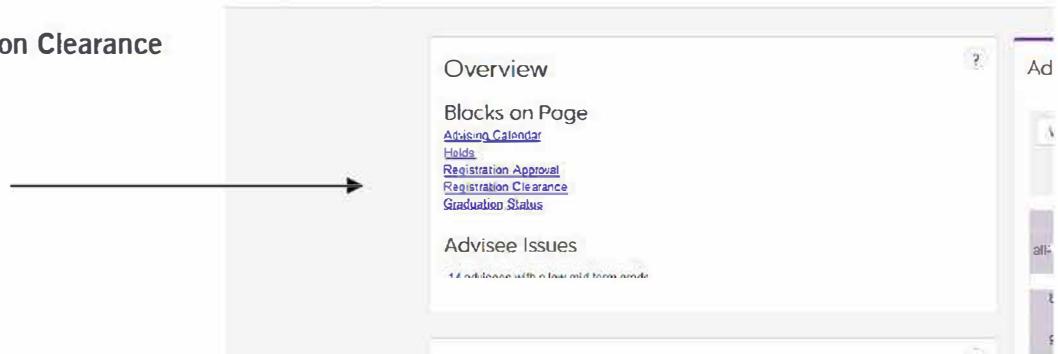
Click on **Rubik's Cube** →
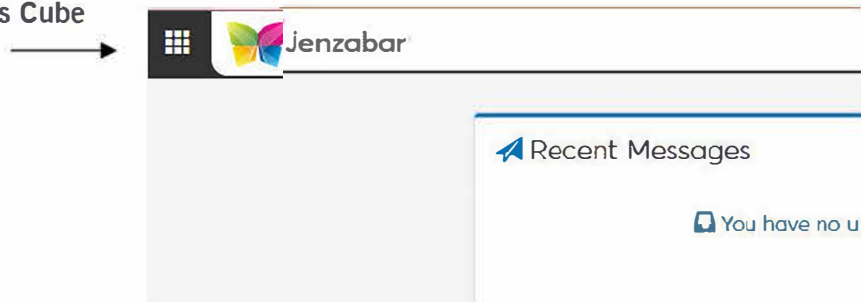
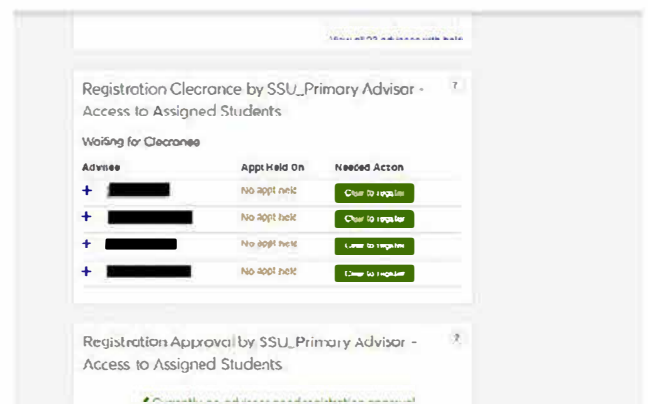Choose **Academic Advising** then choose **Summary Page**
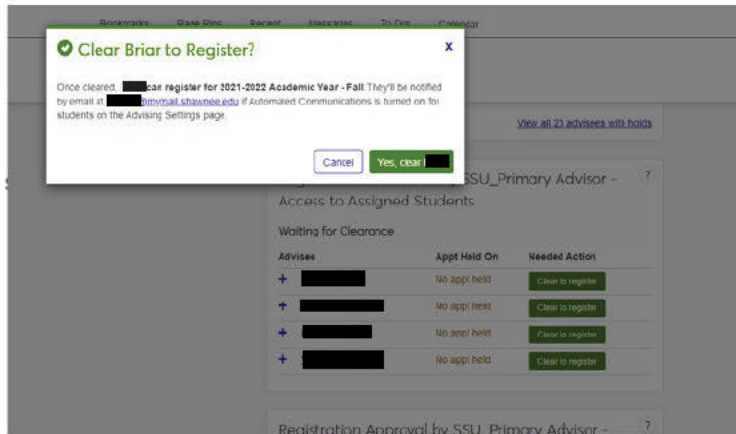
Click **Registration Clearance**

Students needing Registration Clearance are listed at the Bottom of the screen.

Choose the student you want to clear,

Click green **"Clear to Register"**

Click the green **"Yes, clear**