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”