Instructions to submit your 4UR request for Registration to Registrar’s Office

Go to <https://rpi-registrar.zendesk.com/hc/en-us>

1. Click Sign In at top right, Sign in using your ***RPI Email Address***
2. Click Submit a request at top right
3. In the **CC** box, **Enter** the email address of your department URP Coordinator.



1. Select ***Yes*** or ***No*** to question ***Are you a current student, faculty, staff, alumni or previously enrolled student Yes/No (select one)?***



1. Enter your ***RIN #.*** If you do not know the RIN (it can be found on your Campus Card). \*\*Please do not enter your Social Security Number\*\*



1. Enter your ***First*** and ***Last Name***



1. Enter ***Subject –*** *please enter the Following subject in the box*



1. Under ***Registrar Categories s***elect:

 ***Others not listed above***



1. Add ***Description* \*** Replace the words written in RED with the information described \*



1. Under ***Attachment****s,* click ***Add file,*** and attach your signed **4UR form.**
2. Then click **SUBMIT** button at the bottom of the page