LOGGING ON

This is the SuperSession Entry Validation screen that you use to access DB2 (aka OLADS). (Enter ironwood.berkeley.edu as the 'host name' if prompted by your terminal emulation software.)

Type your USERID (logon) and PASSWORD in the spaces provided (use the TAB key to move to the password field), and press <enter> or <return>.

- Users of tn3270 for the Mac; if you have your session set to use 'numeric keypad' (under Session>Key Mapping), you can only use the <return> key to enter data. The <enter> key on the numeric keypad functions only as a 'new line' key when 'numeric keypad' is used.

After entering your UserID and password, you should then see a very brief 'Establishing default applications...' message, and then the CL/SuperSession Main Menu screen, which lists all the applications (systems) that you may (or may not!) have access to.

To enter DB2, type the letter 'S' on the CSTL line.

TIP: If you don’t see CSTL on the screen, it’s likely that it’s on the next page, which you can get to by pressing the F8 key. To make CSTL (or any other application) appear at the top of the list, tab to the 'Command' line at the bottom of this screen, type 'reorder' and press <enter> or <return>. You’ll see a list of all the applications, with the 'order' number in the far right column. You can reorder the list by entering a number in this column for each application that you want to move. (The higher the number, the higher up it will appear on the list, with '9999' being the highest). To make CSTL appear at the top of the list, type '9999' in the 'order' column, and press <enter> or <return>.

After selecting CSTL, you will be presented with the Student Data Base Main Menu screen. This is your starting point for all screens on the system.
To use the various screens of Tele-BEARS/OLADS, use the 'down' arrow key (or the tab key) and move the cursor to the last selection (TELE-BEARS/OLADS SYSTEM), type any character, and press <enter> or <return>.

You should now be at the Tele-BEARS/OLADS Menu screen.

- Note: Your menu choices may vary from those pictured here, depending on your level of access.
- To select a screen to view, use the tab key or up/down arrow keys to move your cursor to the desired screen, type any character, and press <enter> or <return>.
- To return to this menu, or to go back one level from any screen, press the clear key (Macs) or click the eraser icon (PCs).

Descriptions of the individual screens follow.

**STUDENT ENROLLMENT REVIEW**

This screen details the student's current enrollment. Waiting list information, if applicable, is indicated below the student's enrolled courses.

- To display a student's record, enter the numeric part of the Student ID (SID) number (the first 8 digits) and press <enter> or <return>. If you do not know the SID number, tab to the NAME field and enter the first few characters of the student's last name. You will then get a name-browse screen from which you can select the student. (Enter any character next to the student's name and press <enter> or <return>.)
- If you need to change the term, simply enter the desired term in the TERM field (type over the existing term) and press <enter> or <return>.
STUDENT ENROLLMENT LOG

This screen details all of the course transactions associated with the student.

- A UserID beginning with **REGWEB** or **SISACE** indicates that the student made the transaction him/herself, via Tele-BEARS.
- A UserID of **ACEP371** and an 'ADD' in the **TRANS** field indicates that the student was enrolled from an automatic waiting list. If enrolled from a manual waiting list, the user's own UserID will be displayed.
- The **RESV** column indicates under which reservation category (see p. 8) the student was enrolled.
- **The CEC column indicates the Class Entry Code (if any)** that the student used to enroll in the course.
- **The DATE column indicates the date of the transaction in YYMMDD format. (Note: the date for waiting list transactions changes with each run of the automatic waiting list program, whether the waiting list is actually automatic or manual.)**

Transaction code key:

- **ADD** - added course
- **SEC** - added secondary section
- **DRP** - dropped course
- **OPT** - grading option changed
- **WL** - added to waiting list
- **INS** - course dropped by the instructor
- **CAN** - course cancelled
- **W** - student withdrawn; course dropped
- **X** - student cancelled; course dropped

TELE-BEARS PIN/AC REVIEW

This screen indicates the student's PIN, Adviser Code (if applicable), Tele-BEARS appointment times, and the number of times the student accessed the system for each phase.

- An AC Release Code of **P** indicates that no Adviser Code is required.
- An AC Release Code of **A** indicates that an AC is required (the actual AC should be displayed; if not, you may not be authorized to see the particular student's record).
- An AC Release Code of **C** (new undergraduates only) indicates that the AC is released by the New Student Services office, in conjunction with CalSO sessions.
- If the PIN or AC has been changed from the original number for the semester, the UserID and date of the change will be displayed below the **CHANGED** field.

- Students who have reached the maximum number of access times (40 times each for Phases I and II, 80 times for the Adjustment Period) can request the Office of the Registrar to grant them more times.
- For students with double majors, only 2 digits of the AC (either the first two or the last two) are displayed on the relevant department’s screen; the student must obtain both halves of the AC from both departments.
### REVIEW ENROLLMENT BY CLASS (CLASS LIST)

This screen provides you with an up-to-the-moment class list.

- Note: The names and Student ID numbers on this screen have been blanked out for privacy reasons.

- Press the F8 key to go to the next page; press F7 to go to the previous page.

**Column heading key:**

- **SID** - Student ID number
- **UG** - undergraduate or graduate
- **RL** - role code (1=regular, 2=visitor, 3=limited, 4=second bachelor degree, 5=summer only)
- **CEC** - indicates the CEC used (if any) to add the class
- **DEG EXP** - indicates whether the student is on the degree list (Y) or not (blank)
- **LVL** - the student's class level, with all units completed taken into account
- **NON AP** - the student’s class level, with Advanced Placement units deducted
- **COL-MAJ** - the student's college and major codes
- **CR-CD** - indicates whether the student is enrolled on a passed/not passed or satisfactory/unsatisfactory basis

### REVIEW WAIT LIST BY CLASS

This screen provides you with an up-to-the-moment waiting list. The students are listed in chronological order according to when they placed themselves on the list.

- There is no indication on this screen whether the waiting list is automatic or manual—use the Enrollment Reservations screen (p. 8) to determine this.

- Press the F8 key to go to the next page; press F7 to go to the previous page.

- Note: The names and Student ID numbers on this screen have been blanked out for privacy reasons.
To use the Online Add/Drop System (OLADS), go to the Tele-BEARS/OLADS menu and select UPDATE STUDENT ENROLLMENT.

- Note: OLADS is not available until the 4th week of instruction (after the end of the Adjustment Period).

- **Colleges and schools** can process transactions through the end of instruction for all of their own **undergraduate** students.

- **Departments** (as well as colleges and schools) can process transactions through the end of instruction for their own **graduate** students.

**ADDRESS RECORDS UPDATE**

Before the OLADS screen is displayed, you will first be presented with the Address Records Update screen, on which you must verify the student's addresses and phone numbers. Enter any corrections directly in the appropriate fields (type over the existing information). Once the addresses are correct, type a **Y** in the CONFIRMED BY field and press **<enter>** or **<return>**.

- You cannot make changes to the e-mail address. The student must do so him/herself via Bear Facts.

- All address entries are automatically checked against a US Postal Service database for accuracy. If you make an incorrect entry in the Zip Code, for example, you will not be able to continue until the correct Zip is entered.

- The RELEASE ADDRESS and RELEASE PHONE fields indicate whether or not the address or phone number will be printed or displayed in directories such as the UC Berkeley student directory on the Internet.

- If a **Y** is in the UNDELIVERABLE field, it means that a CARS bill or other important mail was returned because of a bad address. Only the Billing and Payment Services Office and the Office of the Registrar can enter a **Y** in this field. The **Y** will be automatically deleted if a new address is entered, either by you or the student (via Bear Facts).
After confirming the address, the add/drop screen will appear. The student's current schedule is displayed below the 'action line'.

For all functions, simply enter an action code* under the ACT field, the Course Control Number (CCN), and press <enter> or <return>.

- To waive the $5 add fee or the $10 drop fee, type a Y under the WVR field before pressing <enter> or <return>.

The course information will then appear for you to confirm the transaction.

- If adding a course, you will need to confirm whether the student is taking the course on a P/NP (or S/U) or letter-graded basis by entering a Y (for P/NP or S/U) or N (for a letter grade) in the CC field. If the course is offered only on a P/NP or S/U basis, you will not need to enter the Y code.

- If adding a variable-unit course, the system will ask you to indicate the number of units under the UNITS field.

To confirm the transaction, simply press <enter> or <return>.

- If the added course has secondary sections (discussion and/or lab sections), you will also need to enter the CCN of those sections on the subsequent page before the transaction can be processed.

*Action Codes:
A - Add a course
D - Drop a course
O - Change the grading option
U - Change units in a variable unit course.
USING OLADS, CONT’D.

CLASS ENROLLMENT VERIFICATION

After you have made all your changes, press the F4 key. This will display a suitable-for-printing Class Enrollment Verification screen. Print this screen and give the copy to the student as a receipt.

To process another student and return to the Address Verification screen, press <enter> or <return>.

SETTING COURSEWIDE RESTRICTIONS

Use this screen to add or change coursewide restrictions (restrictions that apply to all sections of a given course). Use the UPDATE ENROLL RESERVATIONS screen (see next page) to apply restrictions to individual sections of a course.

• Students not meeting a course’s restrictions are not allowed to place themselves on the waiting list for the course.

• To access this screen, select RESTRICT COURSE ENROLLMENT from the Tele-BEARs OLADS menu, or press the F4 key from the Update Enroll Reservations screen.
SETTING ENROLLMENT RESERVATIONS

UPDATE ENROLLMENT RESERVATIONS

Use this screen to fine-tune the enrollments in a class by assigning seats to students with certain class levels, majors, or other criteria.

- Any coursewide restrictions are displayed on the COURSE line.
- Coursewide restrictions cannot be changed on this screen; use the RESTRICT COURSE ENROLLMENT screen instead (see previous page).
- The SEC REQ field indicates whether secondary sections are required (Y) or not (blank). You can also decouple secondary sections by typing an N over the Y.
- The NUM REJ (number rejected) column displays the number of unduplicated rejects from attempts to add the class. The number is not updated dynamically, but rather updated over each weekend.

SECONDARY SECTION WAITLIST & ENROLL LIMITS

This screen, accessed by pressing the F3 key from the Update Enrollment Reservations screen, provides information on all secondary sections associated with the primary section.

- You can change the enrollment limit and waiting list limit for individual sections by typing over the existing limit and pressing <enter> or <return>.

CLASS ENTRY CODES (CEC)

This screen, accessed by pressing the F5 key from the Update Enrollment Reservations screen, provides information on all Class Entry Codes assigned to the primary section.

- New CECs are initially inactive (I). You must ACTIVATE these CECs by either typing an A over the I for individual CECs, or by pressing the F3 key to activate all CECs on the page.

Code Key:
- I - Inactive
- A - Active
- U - Used by a student to enroll
- C - Cancelled (by you)
- D - Dropped by the student after having been used (a replacement CEC is automatically generated)

- CECs override coursewide restrictions and seat reservations, but not enrollment limits (unless the SECTION TOTALS limit has been set to zero).
MANUAL WAITING LISTS

To enroll students from a manual waiting list, first be sure that the waiting list is set to manual. Go to the Update Enrollment Reservations screen and check the AUTOMATIC (Y/N) field to be sure an N has been indicated. (If not, type an N over the Y and press <enter> or <return>.)

- You can change a waiting list from automatic to manual (or vice versa) at any time during the Tele-BEARS cycle.

- To quickly go to the Enroll from Wait List screen, press the F11 key. (Note: This only works if you entered the Update Enrollment Reservations screen via the Tele-BEARS/OLADS menu; if you entered this screen via the Update Class screen, you will need to go to the Tele-BEARS/OLADS menu.)

ENROLL FROM WAIT LIST SCREEN

This screen lists waitlisted students in chronological order according to when they placed themselves on the list.

- Note: The names and Student ID numbers on this screen have been blanked out for privacy reasons.
- The students' requested secondary section CCNs are indicated in the second and third columns. If you want to enroll a student into a different secondary section, simply type over the existing CCN with the new one before enrolling the student(s). If you decouple the secondary sections (see previous page), the secondary section CCNs will not be shown.

To enroll students, type any character in the S column for each student that you wish to enroll and press <enter> or <return>. You can select multiple students on a page before pressing the enter/return key.

- Students are successfully enrolled when a code of '2000' is indicated in the STATUS column. (The character that you entered in the S column will also change to 'A'.) For a key to other codes that may appear, press the F1 key.

- To go to the next page, press F8. However, be sure to press <enter> or <return> to process the current page before going to the next page.
To access the various screens of the Student Profile System, go to the Student Data Base Main Menu screen, move the cursor to the first selection (STUDENT PROFILE SYSTEM), type any character, and press <enter> or <return>.

On the next menu, select REVIEW STUDENT RECORD and press <enter> or <return>.

- Note: Your menu choices may vary from those pictured here.

The Review menu will be displayed. This is your 'launching point' for all review screens of the Student Profile System.

- Note: Your menu choices may vary from those pictured here.

Descriptions of the individual screens follow.
**STUDENT PROFILE SYSTEM, CONT'D.**

**REGISTRATION STATUS**

This is the main registration status screen. It provides a convenient and concise summary of information most frequently used by student advisers.

**Level Code Definitions:**

- **EDUC LEVEL**
  1. Freshman (0 - 29.9 units completed)
  2. Sophomore (30-59.9 units completed)
  3. Junior (60 - 89.9 units completed)
  4. Senior (90 or more units completed)
  5. Master's degree program
  6. Doctoral degree program, not advanced to candidacy
  7. Doctoral degree program, advanced to candidacy
  8. Doctoral degree program, advanced to candidacy more than 3 years (AKA Doc2A)

- **TELE-BEARS LEVEL**
  1. Freshman (0 - 29.9 projected units)
  2. Sophomore (30 - 59.9 projected units)
  3. Junior (60 - 89.9 projected units)
  4. Senior (90 or more projected units)
  5. Master's degree program
  6. Doctoral degree program, fewer than 36 units completed
  7. Doctoral degree program, more than 36 units completed
  8. First Professional (Law, Optometry schools to distinguish year in program)

**REGISTRATION FEES**

This screen, accessed by pressing the F11 key from the Registration Status screen (or directly from the Review Menu), provides detailed information on the student's registration fee assessments, payments, and applied offsets and waivers.

**ADDRESS RECORDS REVIEW**

This screen, accessed by pressing the F5 key from the Registration Status screen (or directly from the Review Menu), displays the student's local and permanent addresses and telephone numbers. To display the billing address, press the F4 key.

- See page 5 for more information about this screen.
REGISTRATION HISTORY

This screen summarizes the student's registration history with the University.

- Only terms for which the student was registered are included, even if the student subsequently withdrew or cancelled for the term. (Withdrawals and cancellations are indicated as such.)
- Summer session registration is not included.

COURSE DUPLICATION

This screen shows the student's current enrollment with units split for restricted or repeated courses.

UNDERGRADUATE REQUIREMENTS AND BACHELOR DEGREES

This screen indicates whether or not the student has satisfied University requirements, as well as whether the student is on the degree list for a semester (DEGREE EXPECTED) or whether the student has already received a degree (DEGREE AWARDED).
# PERSONAL DATA

This screen indicates various demographic data for the student.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Bear, DCX</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>A</td>
</tr>
<tr>
<td>Birth Date</td>
<td>02/05/73</td>
</tr>
<tr>
<td>Sex</td>
<td>M</td>
</tr>
<tr>
<td>SSN</td>
<td>-0000</td>
</tr>
<tr>
<td>Birthplace</td>
<td>Yosemite, CA</td>
</tr>
<tr>
<td>Country of</td>
<td></td>
</tr>
<tr>
<td>Home Loc</td>
<td>Kings County</td>
</tr>
<tr>
<td>Citizenship</td>
<td></td>
</tr>
<tr>
<td>Residence</td>
<td>Non-President</td>
</tr>
<tr>
<td>USA</td>
<td>Citizen</td>
</tr>
<tr>
<td>Secondary School</td>
<td>South Lakes High School</td>
</tr>
<tr>
<td>Secondary Flag</td>
<td></td>
</tr>
<tr>
<td>Sec Sch Grad Date</td>
<td>June 1998</td>
</tr>
<tr>
<td>Social Security</td>
<td></td>
</tr>
</tbody>
</table>

# ADMISSIONS SPECIAL PROGRAMS

This screen indicates any special programs in which the student is participating for the semester.

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS</td>
<td>Advanced Studies Program</td>
</tr>
<tr>
<td>SP</td>
<td>Special Program</td>
</tr>
<tr>
<td>FSP</td>
<td>Freshman Summer Program</td>
</tr>
<tr>
<td>NS</td>
<td>Non-Scholarship</td>
</tr>
</tbody>
</table>

# COLLEGE AND MAJOR

This screen indicates the student's college and major affiliation, and secondary colleges/majors if the student is a double or triple major.

<table>
<thead>
<tr>
<th>College and Major</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>Letters Science</td>
</tr>
<tr>
<td>Major</td>
<td>Psychology</td>
</tr>
<tr>
<td>Secondary College</td>
<td>Letters Science</td>
</tr>
<tr>
<td>Major</td>
<td>Psychology</td>
</tr>
<tr>
<td>(2) College</td>
<td>Letters Science</td>
</tr>
<tr>
<td>Major</td>
<td>Psychology</td>
</tr>
<tr>
<td>(3) College</td>
<td>Letters Science</td>
</tr>
<tr>
<td>Major</td>
<td>Psychology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF6</td>
<td>Main Menu</td>
</tr>
<tr>
<td>PF9</td>
<td>Quit</td>
</tr>
<tr>
<td>CLEAR</td>
<td>Previous Menu</td>
</tr>
</tbody>
</table>
### NAME CHANGES

This screen indicates any former names the student may have used, as well as other names under which records may have been previously filed for that student.

### BLOCKS

This screen indicates any blocks (active or inactive) that have been placed on the student’s record.

**Column heading key:**

- **STA (Status)** - Active (A) or released (R).
- **TRN** - Indicates whether the block affects the release of the student’s transcript. If 'Y', the transcript will not be released to the student.
- **TYP** - Indicates whether the block is financial (FIN), academic (ACA), or administrative (ADM).
- **RSN** - The reason for the block. The codes are too numerous to list here, but the most common are CA (CARS), SL (Status Lapse, aka dropped-from-the-rolls), MC (misconduct), and MR (miscellaneous).
- **AMOUNT, ID, MEMO** - Only available to CARS users.
- **STRT TERM** - The effective beginning term of the block.
- **OFFC** - The office that placed the block.
- **POST DATE** - The date the block was placed.
- **POST UID** - The logon of the staffperson (or system process) that placed the block.
- **CLEAR DATE** - The date the block was cleared.
- **CLEAR UID** - The logon of the staffperson (or process) that cleared the block.
To go to the Online Withdrawal System, select ACE - TELE-BEARS/OLADS SYSTEM from the Main Menu, type any character, and press <enter> or <return>.

- Undergraduate student withdrawals can be processed only by the student’s college or school.

- Graduate student withdrawals can be processed by the student’s department, college, or school.

You should now be at the Tele-BEARS/OLADS Menu screen.

- Select UNDERGRAD WITHDRAW/CANCEL or GRAD WITHDRAW/CANCEL (as appropriate), type any character, and press <enter> or <return>.

- Note: Your menu choices may vary from those pictured here, depending on your level of access.

### ADDRESS RECORDS UPDATE (GRAD WITHDRAWALS ONLY)

Before the withdrawal screen is displayed, you will first be presented with the Address Records Update screen, on which you must verify the student’s addresses and phone numbers. (This is the same procedure as when processing adds/drops via OLADS.) Enter any corrections directly in the appropriate fields (type over the existing information). Once the addresses are correct, type a Y in the CONFIRMED BY field and press <enter> or <return>.

- You cannot make changes to the e-mail address. The student must do so him/herself via Bear Facts.
CANCEL/WITHDRAW REQUEST SCREEN

After confirming the address (grads only), the withdrawal screen will appear. You must enter the reason for the withdrawal, any fellowships/grants/loans the student may be receiving (grads only), and whether or not the student plans to return in a future semester.

You must also enter the last class the student attended (e.g., English 1A) during the semester for which the withdrawal is being processed, as well as the date the student attended that class, in the spaces provided.

If the student did not attend at all for that semester, enter a 'Y' in the NEVER ATTENDED field.

- The Effective Date of the transaction defaults to the current date and cannot be changed.
- The Release Date is the date that the transaction will be processed, which is always 10 calendar days from the Effective Date. This date cannot be changed except when you wish the transaction to be processed the same day, in which case you need to press the F3 key ('Release Now') to release it for processing overnight.

- Withdrawals for medical reasons require approval by the University Health Service. You should direct the student to UHS (in the Tang Center) to speak with a counselor. UHS will notify the Office of the Registrar in the event a backdating of the effective date is needed.
- Medical withdrawals that have not been approved by UHS on the system within the 10-day waiting period are automatically changed to 'OTHER' with a reason of 'Unapproved Medical'.
- Students withdrawing for research reasons or because they are attending a non-UC Education Abroad Program (EAP) are eligible for extended CalMail access. To grant this access, enter a 'Y' in the 2-YR CALNET RETENTION field. The extension period expires approximately 2 years from the end of the last semester in which the student was last registered.

NOTE: Future term transactions will not be processed by the system until shortly after the current term is over, and are held in a queue until then.

After you've entered the required information, press <enter> or <return> to have the transaction processed in the normal 10-day period. If you wish the transaction to be processed the same day, press the F3 key ('Release Now') to release it for processing overnight.

- A REQUEST STATUS: APPROVED indicator will appear when the transaction has been entered correctly.
- Your User ID will appear in the BY: field as the person who entered the transaction.
TEMPORARY CONTACT ADDRESS (GRADS ONLY)

If the student has a temporary address (different from the local/permanent address) at which he/she can be contacted while on withdrawal status, you can enter it on this screen (press the F2 key). Enter the address in the appropriate fields (type over any existing information). Once the address is correct, press <enter> or <return>. Press the F4 key to return to the OLWS screen.

After processing the withdrawal, the Registration Status screen (Main Menu > Student Profile System > Review Student Record > Registration Status) is updated to reflect the student’s status.

- Once the actual withdrawal has been processed (after the 10-day waiting period or overnight, depending on how you processed it), the status (under the TERM field) will change to STUDENT WITHDRAWN or ADMINISTRATIVELY CANCELLED, as appropriate.*

*The OLWS automatically determines the appropriate transaction (withdrawal [W], cancellation [X], or administrative cancellation). (See next page for definitions.)
An e-mail notification is sent automatically to the student's department after a transaction has been entered ('CREATED') or processed. The columns are as follows:

WST – Withdrawal Status:
- W = initiated from an on-line withdrawal
- C = initiated from an on-line cancellation
- A = initiated from an on-line adjustment
- R = initiated from an on-line reinstate
- N = initiated from the batch admin-cancel run
- T = initiated from a telebears transaction
- B = future term administrative cancellation
- F = academic dismissal
- D = withdrawal record deleted

REG -- Reg Status
VIS -- Visa Code
VET -- Veteran Indicator
ATH -- Athletic Indicator
FRZ -- Financial Aid Freeze indicator
TIV -- Title IV indicator
WC  -- Withdrawal Code:
- A = Student not registered for term
- X = Withdrawal for next term
- W = Normal withdrawal

RSN -- Withdrawal Reason:
- P = Personal
- M = Medical
- O = Other

MAP -- Medically Approved indicator
IAP -- I-House Approved indicator

*To be officially 'registered', the student must be enrolled in at least one class, paid at least 20% of assessed registration fees, and have no active registration blocks. Officially registered students are indicated by codes ‘N’ (New), ‘C’ (Continuing), ‘R’ (Readmitted), or ‘V’ (Visitor) in the REG STATUS field. Any other code (including blank) means that the student is NOT registered for the term.
ONLINE WITHDRAWAL SYSTEM, CONT’D.

CONTACTS

Regulations Requiring Timely Processing of Withdrawals/Cancellations

Rachelle Feldman, Financial Aid Office
2-1360
rfeldman@berkeley.edu

Graduate Division Regulations Governing Withdrawals

Diane Hill, Graduate Division
3-7412
dhill@berkeley.edu

Gaining Access to the System

Russell Low, Office of the Registrar
2-7009
rsl@berkeley.edu

How to Use the System/Training

Russell Low, Office of the Registrar
2-7009
rsl@berkeley.edu

Amor Javier, Office of the Registrar
2-9684
amorj@berkeley.edu

Who to Contact If You Don’t Have On-line Access, But Need To Process Today !!

Amor Javier, Office of the Registrar
2-9684
amorj@berkeley.edu
To logoff from DB2, do the following:

- From any screen, press the **F9** key. (Except if you are on the Main Menu screen, in which case you press the **clear** key.) If for some reason the F9 key doesn’t bring you to the pictured screen, keep pressing clear* until you get this screen.

Once you get this screen (which should be completely blank), type **bye** and press <enter> or <return>.

*PC users: click the **eraser icon**.

This will take you back to the CL/SuperSession Main Menu screen. Now press the **F3** key—don’t type anything else.

The Exit Menu will pop up. Simply enter **F3** again (or type ‘1’ or ‘X’ and press <enter> or <return>).

- Mac users: the window will disappear, but you must **QUIT** the tn3270 application to complete the logoff procedure.

- Windows users: the window will remain on the screen (as if you had done nothing); you must **EXIT** the TN3270 application and respond ‘yes’ when asked if you want to close the session.