

# MANUAL REGISTRATION: ASSIGNING STAGES TO CRNs VIA INFOHUB

Updated July 2022

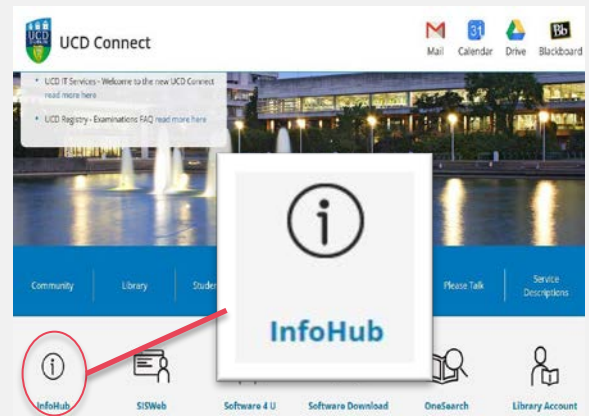
When you register a student to a module in SFAREGS (Banner) you must ensure that the appropriate stage is assigned to the gradable CRN of that module. You can do this using Update Stages in InfoHub.

## Log into InfoHub

Go to **UCD Connect**  
[www.ucd.ie/connect](http://www.ucd.ie/connect)

Click on the **InfoHub** icon

Log in using your **Connect**  
**username** and **password**



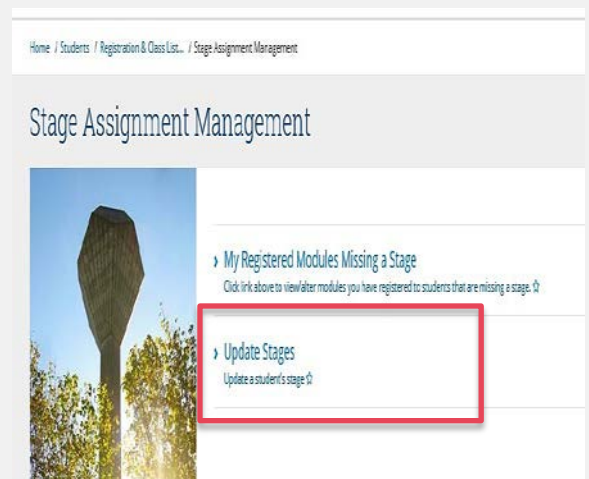
## Find Update Stages

In InfoHub, click on the **Students**  
**tab**

Choose **Stage Assignment**  
**Management** from the menu

Click on **Update Stages**

This will bring you into the **Online**  
**Student Stage Changes** page



## Top Tip!

Use **My Registered Modules Missing a Stage** to see if you have any modules for which you need to assign a stage. You can also assign stages which is handy if you only have a small number of students to update.



## Enter relevant details

Enter the relevant term e.g. 201900

To **update an individual student** enter the relevant student number

*If you are updating a particular module you can also enter the CRN for that module*

If you are **updating a number of students** on the same CRN leave the ID field blank and just enter the relevant CRN

Press **Submit**

## Online Student Stage Changes

Please enter the parameters below and click the Submit button to get list of stages to change.

Term Code:	<input type="text" value="201500"/>
Student ID:	<input type="text" value="12345678"/>
CRN:	<input type="text"/>
Only Show Gradable Sections?	<input checked="" type="checkbox"/>
<input type="button" value="Submit"/>	

## Assign a stage

To update an individual module or student:

- Go to the column called **Stage**
- Enter the appropriate stage (S1 = Stage 1, S2 = Stage 2 etc.) into the box
- Click the **Update Stages** button at the bottom of the page

To give all modules/students the same stage:

- Enter the appropriate stage (S1 etc.) into the **Change Stage of all** field
- Click the **Update Stages** button

Use the **Return** button to save your changes and to update a new student/CRN

Student ID	Name	Module ID	Module Title	Crn	Type	Status	Code	Semester	Stage
14206778	Student Test	CHEM10130	Applied Intro. & Phys Chem	91287	Lectures	RE	Sem 1	<input type="text" value="S1"/>	
14206778	Student Test	PATH10020	Basic Principles of Cell Biolo	82931	Lectures	RE	Sem 1	<input type="text" value="S1"/>	
14206778	Student Test	PHYC10120	Physics in Medicine	55396	Small Group	RE	Sem 1	<input type="text" value="S1"/>	
14206778	Student Test	RDGY10090	Healthcare Imaging&Info System	40463	Lectures	RE	Sem 1	<input type="text" value="S1"/>	

Type	Status	Code	Semester	Stage
Lectures	RW		Sem 1	<input type="text" value="S1"/>
Lectures	RW		Sem 1	<input type="text" value="S1"/>

Change Stage of all 10 rows to

## CONTACT SYSTEMS AND DATA SERVICES

If you do have these menu options or need more training, please email [systems.data@ucd.ie](mailto:systems.data@ucd.ie) to request access.

