

FIRST TIME LOGIN TO SHIP:

Locate the SHIP homepage at:

<http://www.ship.armstrong.edu> and click **Login**.

Enter your nine digit **User ID** and your date of birth (mmddyy).

The initial PIN is set to immediately expire and a screen will appear that indicates "**Your PIN has expired. Please change it now.**"

Enter the initial PIN in the space labeled, "**Enter old PIN:**". This is the same PIN just used.

1. Enter a new PIN in the space labeled, "**Enter new PIN:**". This must be different than the old PIN and consist of 6 numbers.

2. Verify the new PIN in the space provided.

- The first time you login successfully, you will be asked if you accept the terms of usage. You will then be asked to provide a security question and answer. Simply follow the online instructions. This information will be used when you forget your PIN.
- If you have **forgotten your PIN**, enter your User ID number in the block designated and click "**Forgot PIN?**" SHIP will respond with the security question you provided. Reply with the correct answer (it is case sensitive) and you will be allowed to provide a new PIN. You must verify the new PIN in the box designated. Submit the new information and you will be logged in. Remember that your PIN has now been changed.

NORMAL LOGIN PROCEDURE

1. At the S.H.I.P. home page (<http://ship.armstrong.edu>), click on the **Login** button. The Login screen will appear on the screen.
2. Click in the User ID block and enter a nine digit User ID.
3. Click in the PIN block and enter a six digit PIN (Personal Identification Number).
4. Click on the **Login** button. The SHIP Main Menu will appear.

AASU - REGISTRAR'S OFFICE

Faculty Services



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QUICK REFERENCE GUIDE

Contact me for....

- SHIP user ID/Pin inquiries
- Add / Drop a student
- Attendance roster submission
- Final Grade submission
- Posting a last date of attendance
- Questions about when to assign a grade of "I", "W" or "WF"
- Submit a grade change
- Schedule, create, cancel and revise classes (Department Heads)
- Enter a registration override
- Remove an Advisement Hold
- Classroom reservations
- Assistance with navigating SHIP
- Assistance with Faculty Reports generated by SHIP

Questions....

Comments....

Suggestions....

In an effort to provide excellent customer service to you, I need feedback.

Please let me know the following:

- 1) What information, do you feel, is missing from this brochure?
- 2) What information would have been very helpful in your first few weeks?
- 3) Are you comfortable with forms that can be completed online and submitted electronically?
- 4) Any other questions, comments and/or suggestions are always welcome.

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Helpful Links

Hints:

<http://www.admissions.armstrong.edu/facweb/fcont.htm>

Forms:

http://www.es.armstrong.edu/registrar/reg_form.htm

Reports:

https://cove.armstrong.edu/NEW_IR/reports.php



Call me before you get to this point. I am here to help. If I don't have an immediate answer, I will find it for you.