Student Application & Enrollment Steps

New Student?  

YES

Submit online application: https://erau.edu/gaetz-aerospace-institute/students-instructors/

NO

Receive email with ERAU student ID#. Activate ERNIE account. Set up Duo Authentication.

Submit completed Consent Form

Enroll in course during open registration period
Application Steps for NEW students
(Students who have not previously taken an ERAU credit course)

STEP 1: Students apply online at www.erau.edu/gaetz-aerospace-institute/students-instructors.
Follow the prompts to complete the application questions and click Submit.

Students will receive an email with their ERAU student ID# after their application has processed. (Usually within 3 business days)

The application is creating your student account - please ensure you enter your full legal name and a valid email address.
STEP 2: Students activate their ERNIE account after receiving the welcome email with their 7-digit ERAU student ID# at www.erau.edu

If you have an ERAU Student ID# but are unable to activate your account, please contact: Terry Bosma at 386-226-6852 or bosmat@erau.edu

Click on Activate Your Account and follow prompts.
Duo Authentication

Embry-Riddle utilizes two-factor authentication within our environment using Duo Authentication. Students are required to set up the app to receive authentication via text or voice call. Students will not be able to access their accounts without authentication.

Logging in

1. Login to ERNIE or our pre-activation site at https://duo.erau.edu.
2. Arrive at Duo Authentication screen.
3. Click ‘Start setup’.
4. Select your type of device and click ‘Continue’. Jump to the section for the device you select below.
Application Steps for NEW students

STEP 3: Students submit Consent Form (complete with ERAU student ID# and all signatures) to instructor.
Application Steps for **NEW** students

**STEP 4:** Students **self enroll in courses online** during registration period. Instructors will provide course section & class numbers.

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**Self Service Registration**

1. Login to ERNIE.

2. Select the **Campus Solutions Student Homepage** under **ERAU Tools**.

3. If you have no holds, select the Manage Classes tile on your Campus Solutions Student homepage. Then, you can search for classes and enroll. (If there are Holds listed, request assistance from the GAI office)

   ![Manage Classes]

   - View My Classes
   - Shopping Cart
   - Class Search and Enroll
   - Drop Classes
   - Swap Classes
   - Browse Course Catalog

4. Select the correct Term (Residential Fall or Residential Spring) and enter the the 4 digit CLASS NUMBER supplied by your instructor in the search bar. Please note that year long courses such as Private Pilot Ground will be listed in the Residential Spring semester.

   Year-long courses will always be listed under the Spring semester
Application Steps for RETURNING students

Students access their ERNIE account and enroll in courses online during registration period.

Self Service Registration

1. Login to ERNIE.

2. Select the Campus Solutions Student Homepage under ERAU Tools.

3. If you have no holds, select the Manage Classes tile on your Campus Solutions Student homepage. Then, you can search for classes and enroll. (If there are Holds listed, request assistance from the GAI office).

4. Select the correct Term (Residential Fall or Residential Spring) and enter the the 4 digit CLASS NUMBER supplied by your instructor in the search bar. Please note that year long courses such as Private Pilot Ground will be listed under the Spring semester.
FAQ

Q. I applied online but did not receive an email with my student ID#
   A. Applications typically take several days to process. Welcome emails are then auto generated to the personal email address supplied on the application. If the email address was incorrect, the student will need to contact GAI registration to obtain their student ID#. (See contact information below)

Q. I received my student ID# but am unable to activate my account.
   A. Information supplied during the activation must match the information supplied on the online application exactly or activation will fail (name, DOB etc). If you are unable to activate your account, please contact GAI registration.

Q. I activated my account but it won’t let me register for classes.
   A. This could be due to several factors:
      • Check to see if you have a hold on your account
      • Are you missing a pre-requisite?
      • Your account could still be processing.
      • You can check your status by emailing Terry Bosma at the address below. Please include your full name and ERAU student ID# on your request.

Q. How do I know which class to enroll in?
   A. Your instructor will supply the course, section and class #

Q. I forgot my password
   A. Contact the IT Help Desk at 386-226-6990

Registration questions – Terry Bosma 386-226-6852 or bosmat@erau.edu