Instructions for online registration

- **Bring your registration paperwork with you**.

- Login to Skyward as usual.

- Type in your **Login** *and* **Password**

- Click the **Schedule** tab on the left hand side

- On the top right of the screen it says "Course Requests now open". Click into the hyperlink below that's titled "View Courses for 2020-2021 in……."

- The window called "Selected Courses" to the right shows courses already added by the office.

- The window called "Available Courses for 2020-21" to the left shows courses you may select.

- To choose your <u>**Required** and **Elective** courses</u> (1st choices)

    o Use the search window at the bottom of the screen and type the Course Code or Course Description of one of your choices

    o Highlight desired course – *codes are listed alphabetically*

    o Click "Add Course" button

    o Continue adding courses until you have a full schedule of courses

- <u>To delete:</u>

    o Highlight desired course

    o Click "Remove Course" button

- <u>To input Alternates:</u> (2nd choices if you can't get 1st choices)

    o Click "Request Alternates" tab

    o Use the search window at the bottom of the screen and type the Course Code or Course Description of one of your 2nd choices

    o Highlight desired course

    o click "Add Course" button

    o *Use the arrow icons to order your Alternate courses in your order of priority*

    o Review selections

- <u>To end session:</u>

    o Exit out of the screen and Student Access (this will save requests)