## **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 **Required** and **Elective** courses (1<sup>st</sup> choices)
  - 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

## • To delete:

- o Highlight desired course
- o Click "Remove Course" button
- To input Alternates: (2nd choices if you can't get 1st choices)
  - o Click "Request Alternates" tab
  - $\circ$  Use the search window at the bottom of the screen and type the Course Code or Course Description of one of your  $2^{nd}$  choices
  - o Highlight desired course
  - o click "Add Course" button
  - Use the arrow icons to order your Alternate courses in your order of priority
  - o Review selections
- To end session:
  - o Exit out of the screen and Student Access (this will save requests)