

## Student Registration Banner 9

1. Login to **MyIUP** under the **Academics > Course Registration and Textbooks** tab and select the **Registration Toolbox**.
2. In the menu, choose **Register for Classes**.
3. Use the dropdown menu to select a term, enter your Alternate PIN and select **Continue**.



Terms Open for Registration

Spring 2019

Alternate PIN\*

••••

Continue

4. Now you can search for classes.

! There are different tabs at the top (**Find Classes**, **Enter CRN**, **Plans**, and **Schedule and Options**) You may choose **Plans** if you have a plan made or **Find Classes** as shown in this example.

5. Enter any or all information (subject, course number, etc) then **Search**.

6. A listing of available courses and their details now appear.

7. To add a course to your schedule, go to the last column on the right side and select **ADD**.

! Next to the last column there are status details. You may find Time Conflicts and other errors here.

Find Classes | Enter CRNs | Plans | Schedule and Options

### Enter Your Search Criteria ?

Term: Spring 2019

Subject:

Course Number:

Keyword:

These special characters are ignored: \*^!@#\$%&?[]() . The % is allowed.

[Advanced Search](#)

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results -- 9 Classes

Term: Spring 2019 Subject: Accounting, Marketing Course Number: 201

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
Accounting Principles I Distance Education - FWL	Accounting	201	801	3	21548	Spring	Monique Bahner (Primary)	S M T W T F S - Type: Class Building: Distance Ed. Other		28 of 30 seats re...	Meets Pre-Law Conc. Requirement
Accounting Principles I Lecture	Accounting	201	801	3	21519	Spring	Germain Kline (Primary)	S M W T F - 01:25 PM - 02:15 PM Type: Class Bldg Indiana		30 of 30 seats re...	Meets Pre-Law Conc. Requirement
Accounting Principles I Lecture	Accounting	201	802	3	21572	Spring	Deirdre Oculinski (Primary)	S M W T F - 02:00 PM - 03:15 PM Type: Class Bldg Indiana		30 of 30 seats re...	Meets Pre-Law Conc. Requirement
Accounting Principles I Lecture	Accounting	201	803	3	21574	Spring	Melissa Simkins (Primary)	S M W T F - 10:10 AM - 11:00 AM Type: Class Bldg Indiana		30 of 30 seats re...	Meets Pre-Law Conc. Requirement

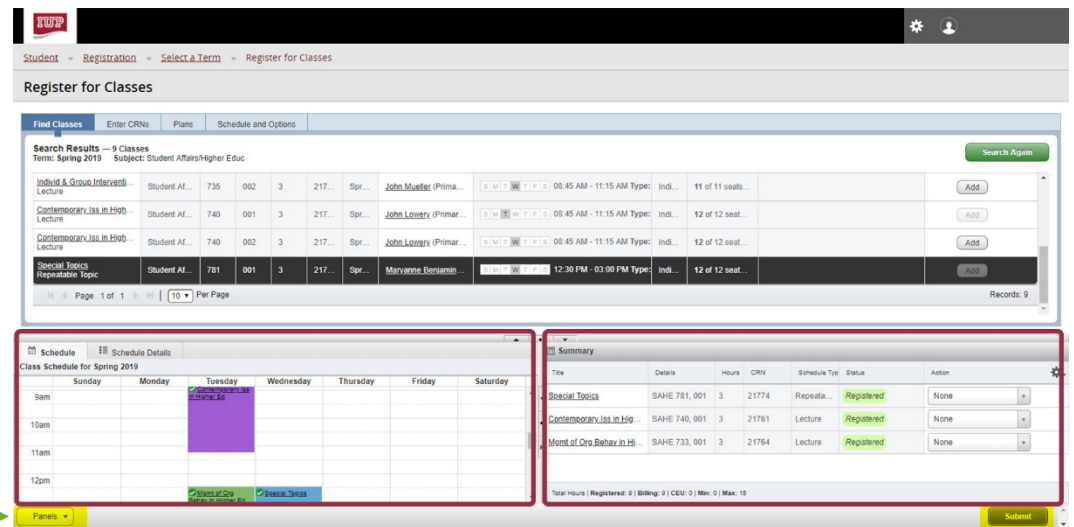
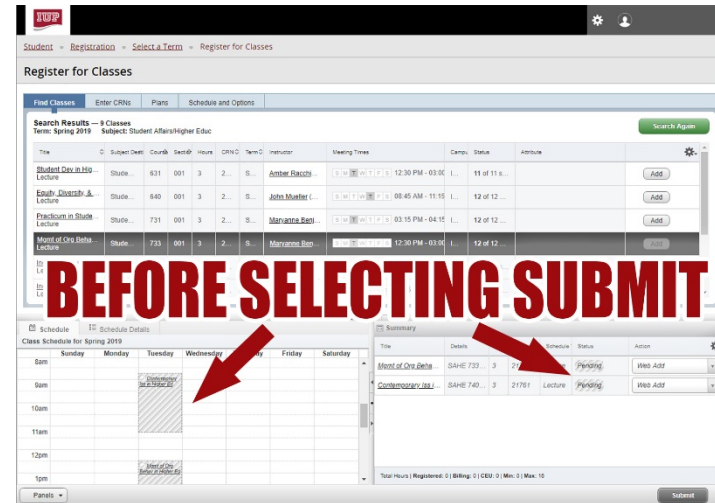
8. After selecting **Submit**, a color-coded class schedule appears in the bottom left side of the screen when you click the **Panels** button.

❗ Class blocks and registration status will appear gray until schedule is submitted for processing.

9. In the bottom right side of the screen, the courses you have added will appear. There are drop down menus in this section to drop a class.

❗ Click **Submit** below for processing.

10. The page will refresh, and the schedule will update in both bottom panels.



11. To search for more classes, click the green **Search Again** button at the top.

12. To email or print your schedule, click on the **Schedule and Options** tab and select the correct icon in the top right.

13. At this point you are registered. Contact the IUP Registrar for any further assistance.

The screenshot shows the 'Register for Classes' page. At the top, there is a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this, the 'Register for Classes' title is displayed. A tabbed interface includes 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options', with the latter highlighted in yellow. A 'Summary' section for 'Term: Spring 2019' is visible, containing a table with the following data:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Foundations of Accounting	ACCT 200, 001	3	215B4	Lecture	Undergraduate Stan...	Undergraduate	None	09/26/2018	Registered	Web Add09/26/2...

Below the table, it shows 'Records: 1' and 'Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15'. In the top right corner, there are icons for email and print, which are highlighted in yellow.

This screenshot is similar to the one above, showing the 'Register for Classes' page. The 'Schedule and Options' tab is highlighted in yellow. The table below shows the following data:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Accounting Principles I	ACCT 201, 801	3	21519	Lecture	Undergraduate Standard L...	Undergraduate	None	09/26/2018	Registered	Web Add09/26/2018

Below the table, it shows 'Records: 1' and 'Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 17.9'. In the top right corner, the email and print icons are highlighted in yellow.