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**.
4. Navigate to the **Schedule and Options** tab at the top.

5. Select a course to change inside of the **Summary** section.

6. Expand the **Grade Mode** column or select **Undergraduate Standard Letter** to activate the dropdown menu and select **Pass/Fail**.

7. To completely change this course to Pass/Fail on your schedule, select **Submit** in the lower right corner.

8. After making all changes, exit the Registration Toolbox and sign back in to make sure the changes were submitted correctly.