How to Register Using MyBenU

1. Log into MyBenU

![Login to MyBenU](image)

2. Click on the Manage Classes tile

![Manage Classes tile on MyBenU](image)

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3. On your Student Manage Classes page, select the “Class Search and Enroll” or “Class Search & Enroll (Classic view) link on the left hand menu. Then the Select Term page will open.

4. We recommend having the necessary course information ready. Write down the four-digit number, the names and other pertinent information about the courses you want to take (including instructor or department permission number if they are required to register for a course) on a registration worksheet to assist you when entering your registration request. Remember, do not share your personal information with anyone.

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5. If you are using the “Class Search and Enroll” option, follow this step. (If you are using the “Class Search & Enroll (Classic)” option, skip to Step 6.)

- You may use the “Search For Classes” prompt to search by name, course subject, course number, or title and then click “Enter.”
- You can also select the “Additional ways to search” to search by subject, catalog number, or instructor.

You will then receive all relevant search results as a list. You can then further sort your search results using the filters on the left hand menu. Click to select the course you are interested in enrolling in.
The Course Information page will list all sections of the course and their status. You can favorite the course to easily find it later. Course Information will provide the basic catalog information including a description of the course. Click on the section you would to enroll in to proceed.

The next screen shows you the course you selected to confirm the course information. Click “Next” in the upper right corner to confirm and proceed.

On the Review Class Preferences screen, you may enter a permission number from the department if needed. Click “Accept” to proceed to the next step.

The last step of Review and Submit allows you to click “Submit” to add the course to your shopping cart. Or you may select to enroll in the course if your registration appointment time has started. You will receive a prompt that asks you to confirm adding the course with an option of “Yes” or “No”.

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6. If you are using the Class Search & Enroll (Classic view), you have two options.
   - Option 1: Class number is known. If you know the four-digit class number, first select the term for which you want to add classes.

   ![Select Term](image)

   Type the class number in the "Enter Class Number" box. Then, click on the "Enter" button.

   ![Select classes to add](image)

   (NOTE: If concurrent registration in a related class is required, the Related Class section page will open next. On this page, select the appropriate related class section using the radial button and click on the "next" button.)
The Enrollment Preferences page will then open and you may do the following:

- Place yourself on the class waitlist if the class is closed by clicking on the "Wait if class is full" checkbox
- Enter the six-digit pin number in the "Permission nbr" box if a pin number is required for registration
- Enter the number of credit hours you wish to register for in a variable credit course.

Once you have entered the needed information, click on the "Next" button. This will add the selected class to your "Shopping Cart" and return you to Step 1. Select “Class to Add” page to add additional courses.

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• **Option 2:** Class number is not known. If you do not know the four-digit class number, click on the "search" button under "Find Classes." This will open the Enter Search Criteria page.
  
  o Select at least two criteria from the given choices and click on the "Search" button.

  ![Search for Classes](image)

  *(NOTE: if you click on the "Additional Search Criteria" link, you may search on:)*

  o class days
  
  o class meeting times
  
  o instructors
  
  o other options

  This will open the Search Results page. On the Search Results page, select the class you wish to add by clicking on the "select class" button that corresponds to that particular class.

  **NOTE:** If concurrent registration in a related class is required, the Related Class section page will open next. On this page, select the appropriate related class section using the radial button and click on the "next" button. This will open the Enrollment Preferences page. On this page, you may

  o Place yourself on the class waitlist if the class is closed by clicking on the "Wait if class is full" checkbox

  ![Search for Classes](image)
- Enter the six-digit pin number in the "Permission nbr" box if a pin number is required for registration.
- Enter the number of credit hours you wish to register for in a variable credit course.

Once you have entered the needed information, click on the "next" button. This will add the selected class to your "Shopping Cart" and return you to Step 1. Select Class to Add page to add additional courses.

7. When you are done selecting the classes you want to add, click on the "Proceed to Step 2 of 3" button (see above). This will open the 2. Confirm Classes page.

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8. Step 2, “Confirm Classes page.” All the classes in your shopping cart are listed. This step is a confirmation step. Make sure that the displayed classes and all related information are correct. If yes, click on "Finish Enrolling" button. This will open the View Results page.

9. Step 3, “View Results page.” You may view your enrollment confirmations and errors.

   - "Success" - If a check mark appears, then that class has been successfully added (either classes enrolled in and/or waitlisted).
   - "Error" - If an "X" mark appears, then that class has not been added. Refer to the message displayed by the class and act accordingly.

10. For security reasons, log out of the system by clicking the "Sign Out" icon in the upper right-hand corner of the page.