STAFF

Registration

Register for one course or a course that needs an override

1. Type in the task *Register Student For Course* in the search bar.
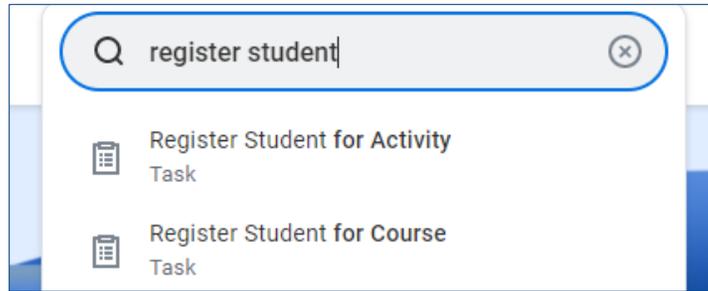
2. Select the *Start Date within* (Academic Term / Semester), *Course*, and *Student*.
3. Click **OK.**
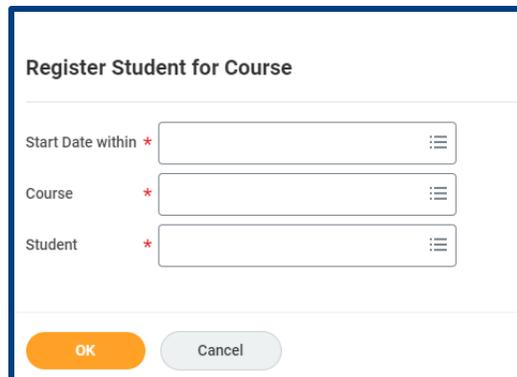
If the course requires an override, check the *Bypass and Override Restrictions box.*

4. Click **OK**.
5. Click **Done**.

Register for multiple courses or multiple students

1. Type in the task *Mass Register Students* in the search bar.
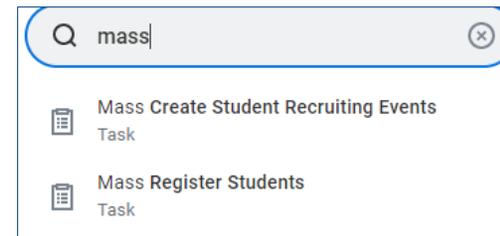
2. Select the *Start Date within* (Academic Term / Semester), *Courses, Students or Student Cohorts*, and then specify the *Students or the Student Cohorts.*
3. Click **OK.**
4. Click *Select Sections.*
5. Find sections for each course listed.

Tip: Click on the course to indicate the section for that course.

6. Click *Mass Register.*
7. Click **Done**.