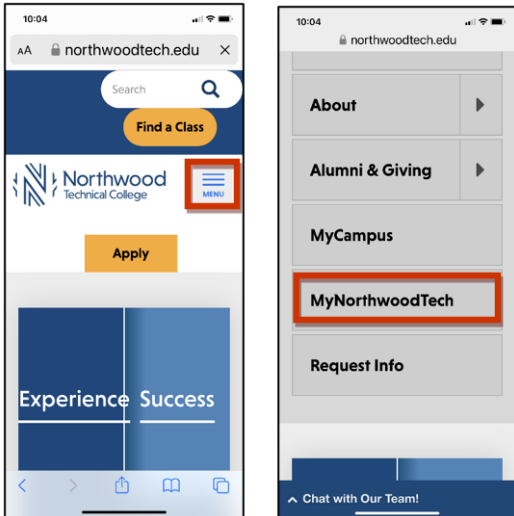


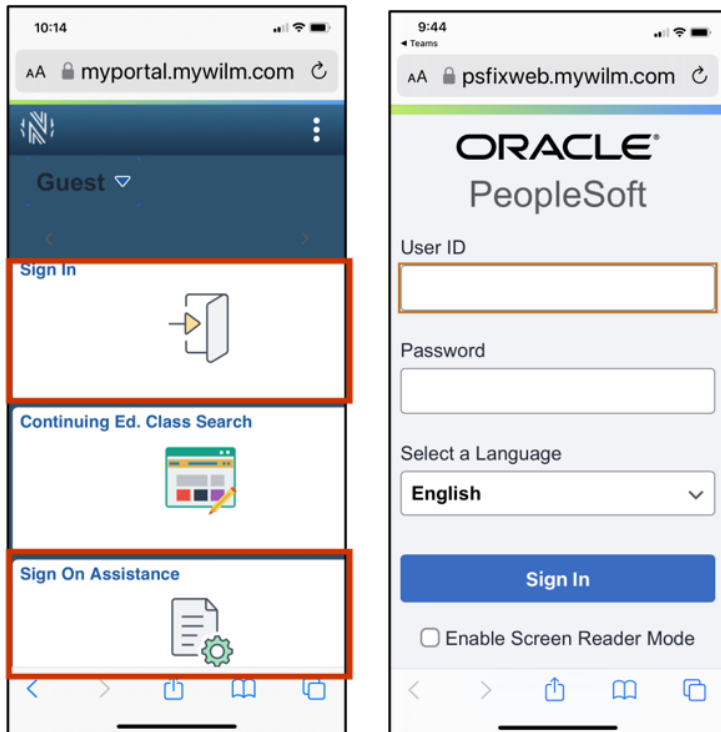
Register for Classes – Using a Mobile Device

Log into MyNorthwoodTech

Go to www.northwoodtech.edu and click on the **menu** icon at the top right. Next, scroll down and click on **MyNorthwoodTech**. *If you are a returning student, scroll down to MyCampus and log into MyNorthwoodTech from your MyCampus portal using your MyCampus password.*



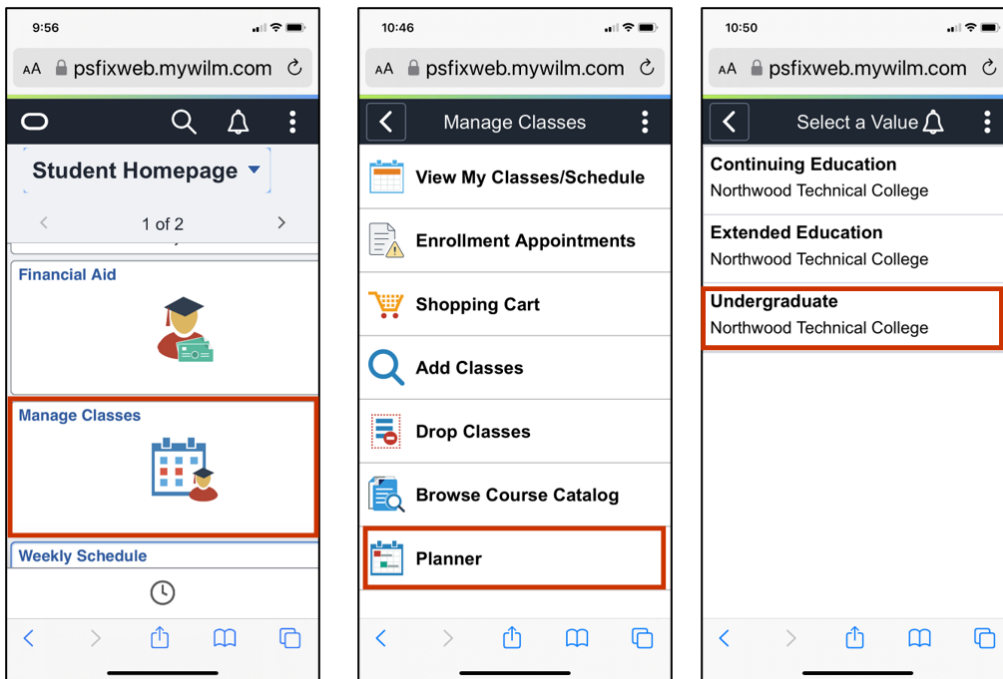
If you are a first-time user, select the **Sign On Assistance** tile, fill out the information prompted, and create a password. If you are a returning student, click on the **Sign In** tile. Your username is your 8-digit Student ID#. *The MyNorthwoodTech password you create will be temporary and replaced by your MyCampus password after you access MyCampus as a first-time user.*



Register for Classes – Using a Mobile Device

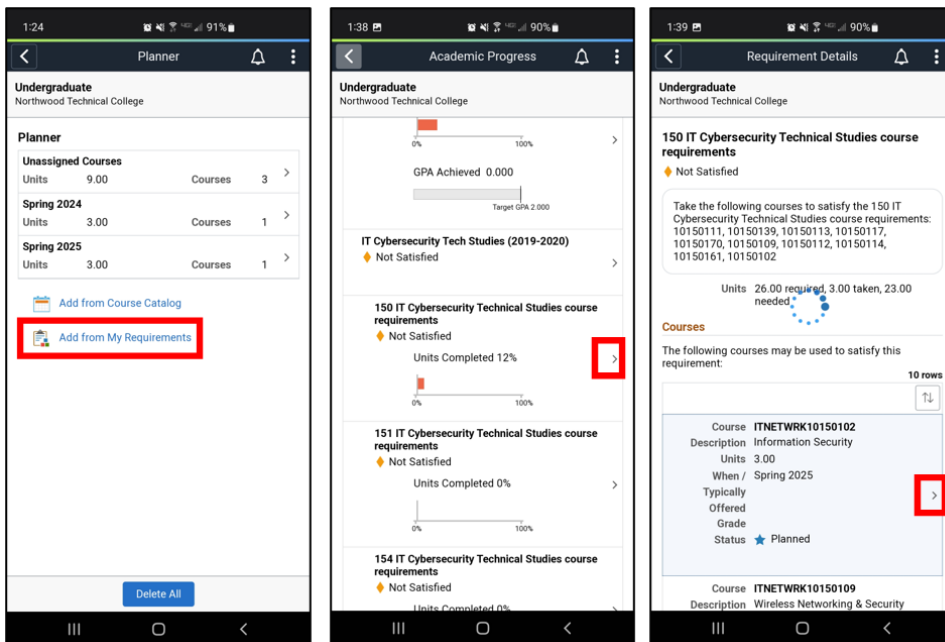
Add Courses to your Planner and Plan the Semester to take each Course

Scroll down and choose the **Manage Classes** tile. Next, click on **Planner** and then **Undergraduate**.
Tip: During this process, refresh your browser page if it stalls loading a page.



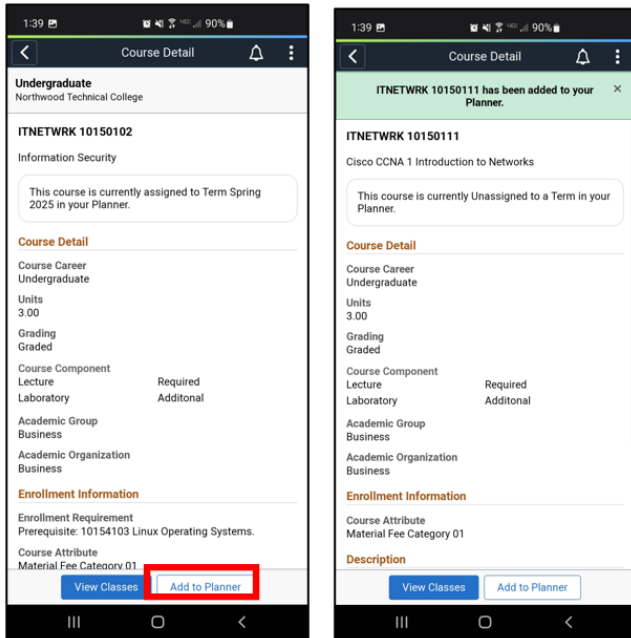
Log i

Choose **Add from My Requirements** if you are admitted to a program. Next, scroll down to the requirements that are not satisfied and click on the >. Next, scroll down to a course you want to enroll in and click on the >.

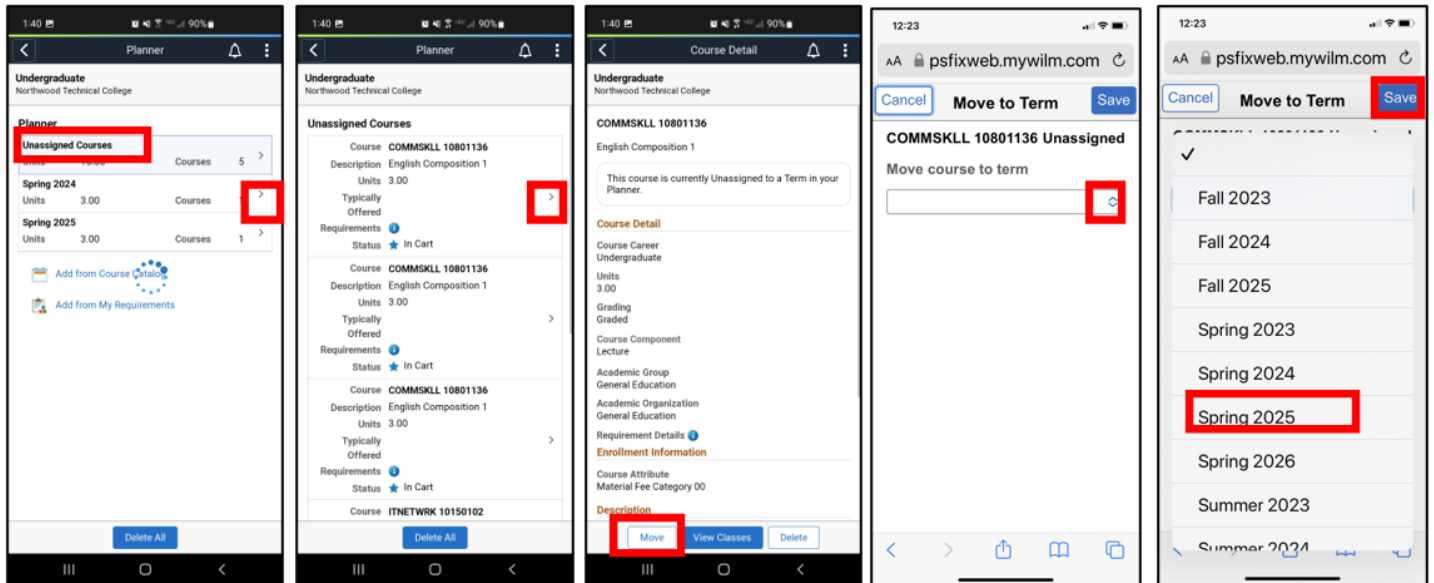


Register for Classes – Using a Mobile Device

Click the **Add to Planner** button, and you will receive a quick green confirmation at the top of the screen that the course has been added to your planner. Repeat to add more classes to your planner.



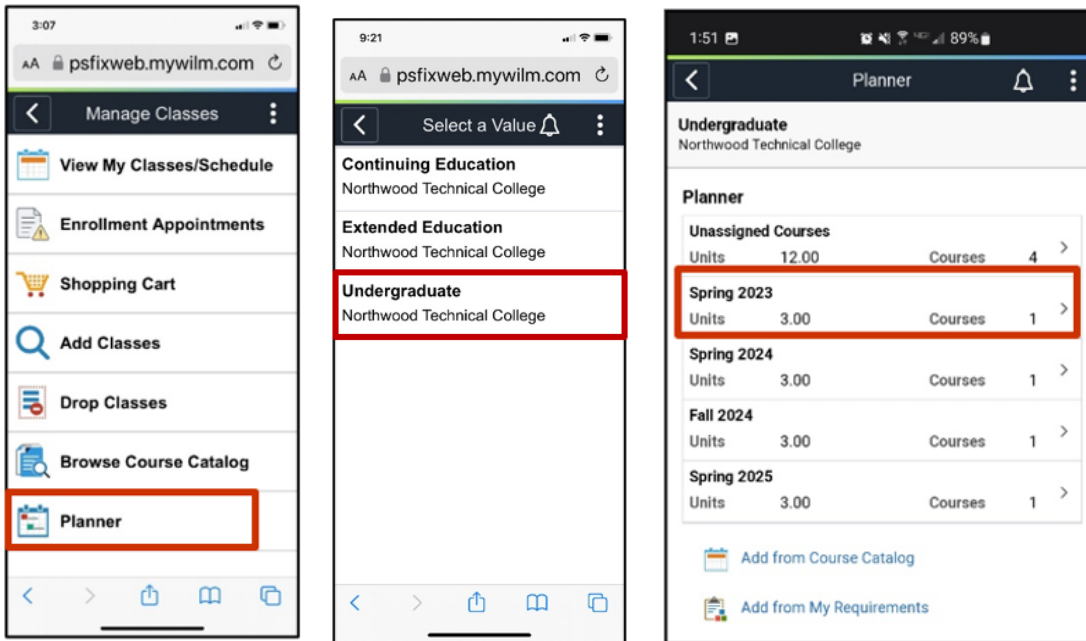
Once you are done adding classes to the Planner, students can organize the planned classes into planned semesters. Return to the **Planner home** page, click **Unassigned Courses**, and click on >. From the list of your planned courses, you can move them to a semester. Scroll to a course in the list and click on >. Next, click on the **Move** button. Then click on the **drop-down box**, select the course semester, and click **Save**. Repeat these steps for each unassigned course.



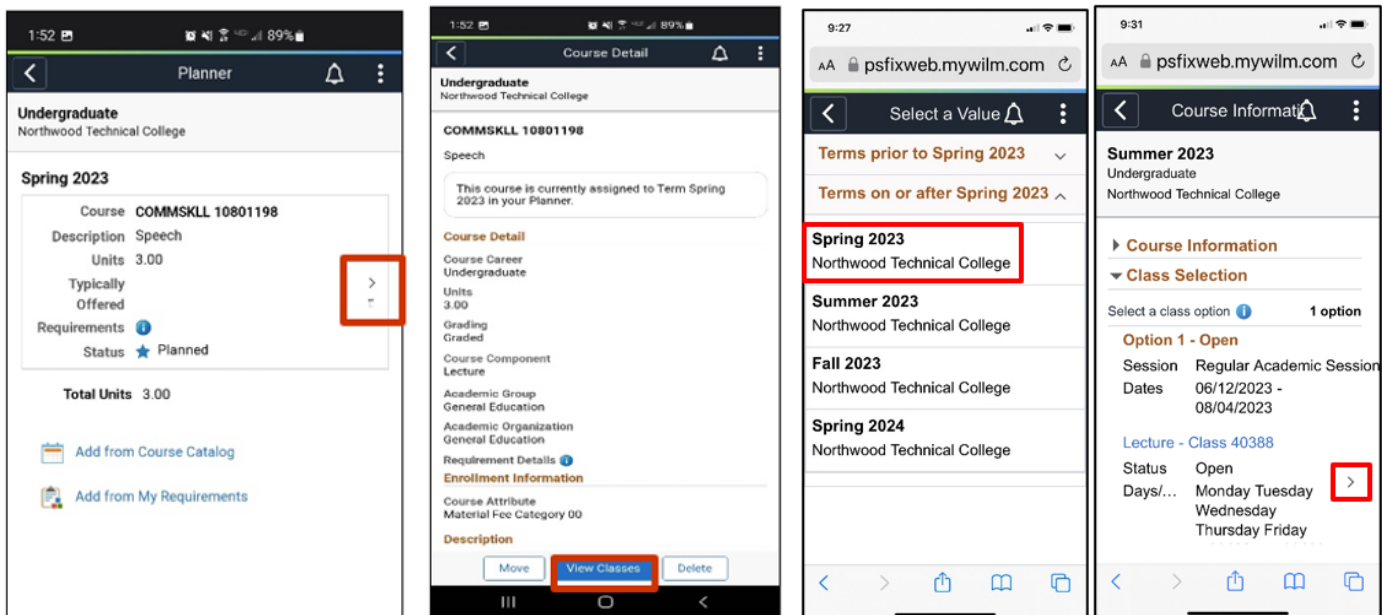
Register for Classes – Using a Mobile Device

Register for Semester Classes in the Planner that is Open for Registration

Go to the **Planner home page**, choose **Undergraduate**, and select the semester open for registration.

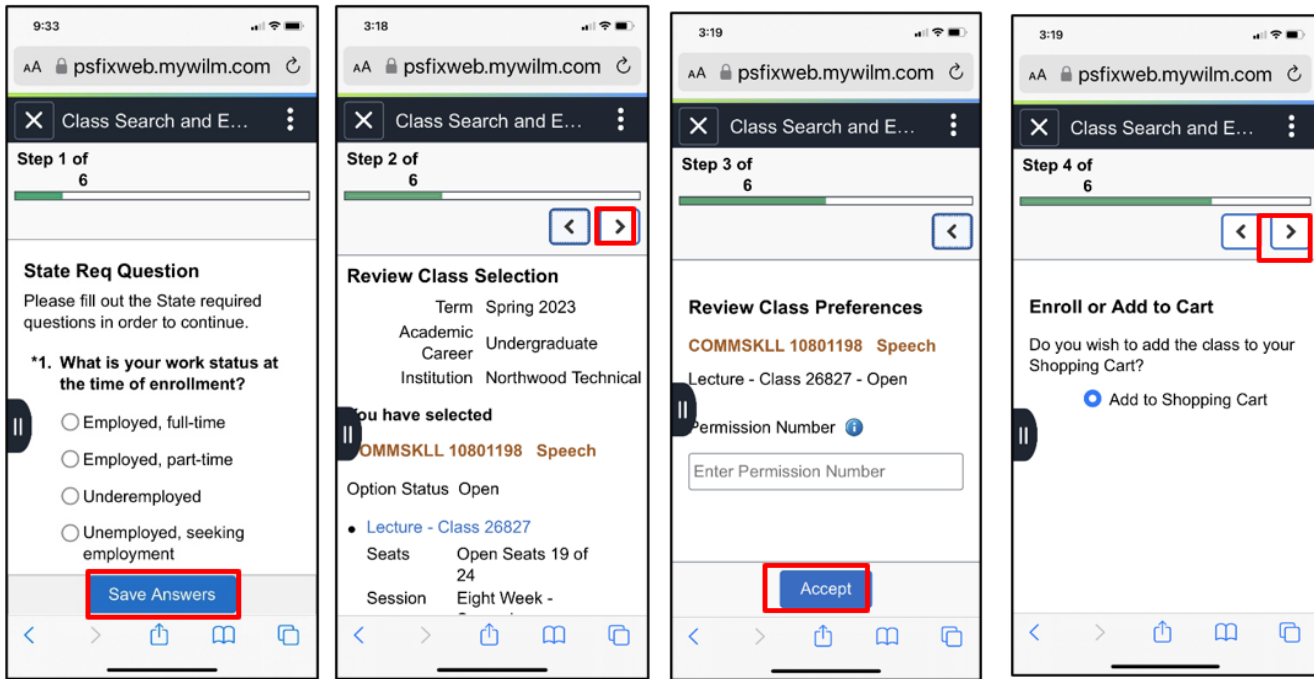


Scroll the list of classes in your planner for the semester and choose a course you want to view the options by clicking >. Next, click **View Classes** to see your choices for available course sections. Choose the semester you want to view course sections, scroll through the list of courses and then click on the > to add a course to your shopping cart.

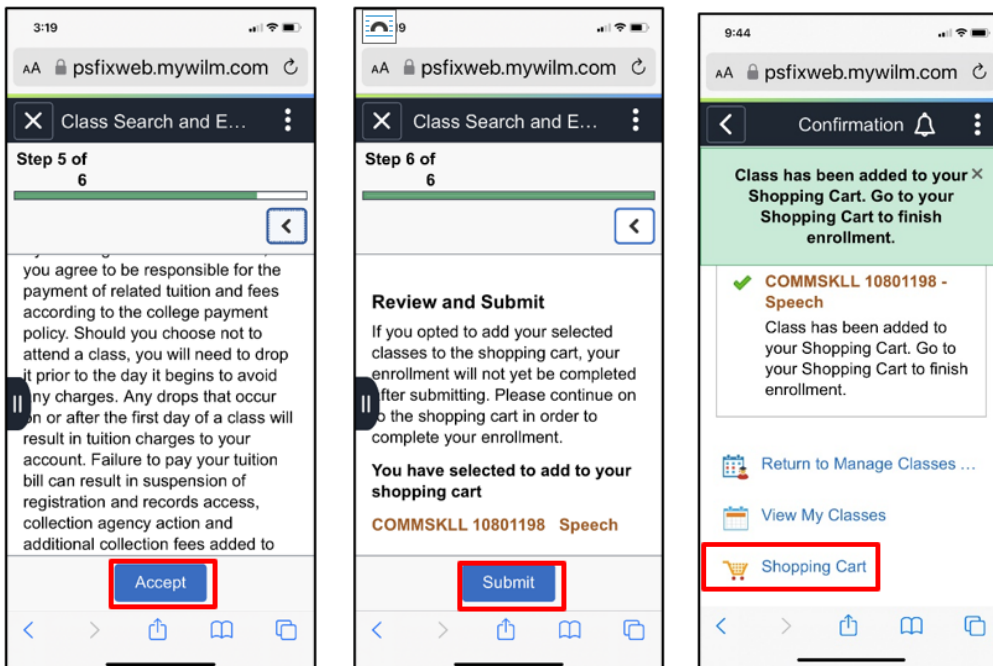


Register for Classes – Using a Mobile Device

For step 1, answer all the state-required questions; **Save Answers**. Step 2, review the details of class selection and click on **>**. Step 3, click **Accept**. Step 4, click on the circle to add to your shopping cart and click on **>**.



Step 5, click **Accept**. Step 6, click **Submit**. You will see a green confirmation that the course has been added to your shopping cart. Click on the **Shopping Cart** link when you are ready to check out and enroll.



Register for Classes – Using a Mobile Device

After clicking the shopping cart link, choose the semester you want to check out. Click on the box of each course you want to enroll in. Click **Yes** to confirm you want to enroll. Receive confirmation that the class has been added to your schedule.

