HOW TO REGISTER FOR CLASSES

STEP 1: SIGN IN

a. Sign into a computer. Hopefully you have already set your myBoiseState password. Your username is generally your first and last name with no space. Some names may be followed by a number, for example johnsmith212.
b. Go to my.BoiseState.edu, or click on the myBoiseState icon on the desktop.
c. Click on the orange LOGIN button to sign in using the same username and password as above.

STEP 2: SEARCH FOR CLASSES AND ENROLL

a. Click the orange STUDENT VIEW icon.
b. Select STUDENT CENTER.
c. Select ENROLL.
d. Select the term/year and click CONTINUE.
e. Click the green SEARCH button to find a class by the subject.
f. Click the down arrow to find the course subject.
g. Enter the course number, for example 123 for ENGL123. Scroll to the bottom of the page and click the green SEARCH button.
h. Review the list of courses. Be sure to read notes and pay attention to the prerequisites. Some courses are offered at locations other than the main campus.
i. Select the course you want by clicking the green SELECT button. If the class is full, you can place yourself on the waitlist by clicking “Waitlist if class is full.” If you have a permission number to allow enrollment, enter that number in the appropriate box on this page.
j. Confirm you want to enroll in that class and click NEXT.
k. This class is now in your Shopping Cart. Click PROCEED TO STEP 2 OF 3.
l. Confirm the class and click FINISH ENROLLING.
m. Check your schedule with an advisor before you leave.

STEP 3: REVIEW YOUR SCHEDULE

a. Continue to add courses until you have the number of credits needed.
b. Click MY CLASS SCHEDULE to verify that you have successfully enrolled in all the courses you want.
c. When you are done, log off and head back to the Student Union for the next orientation event/activity on your agenda.