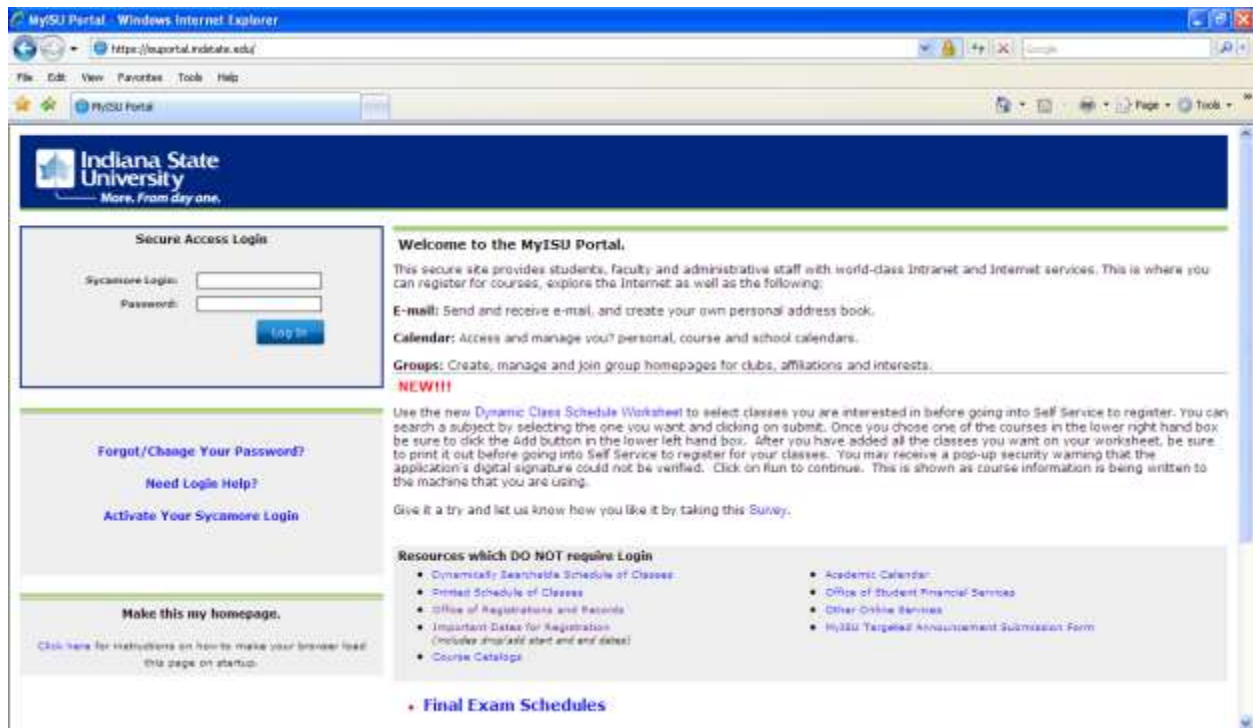
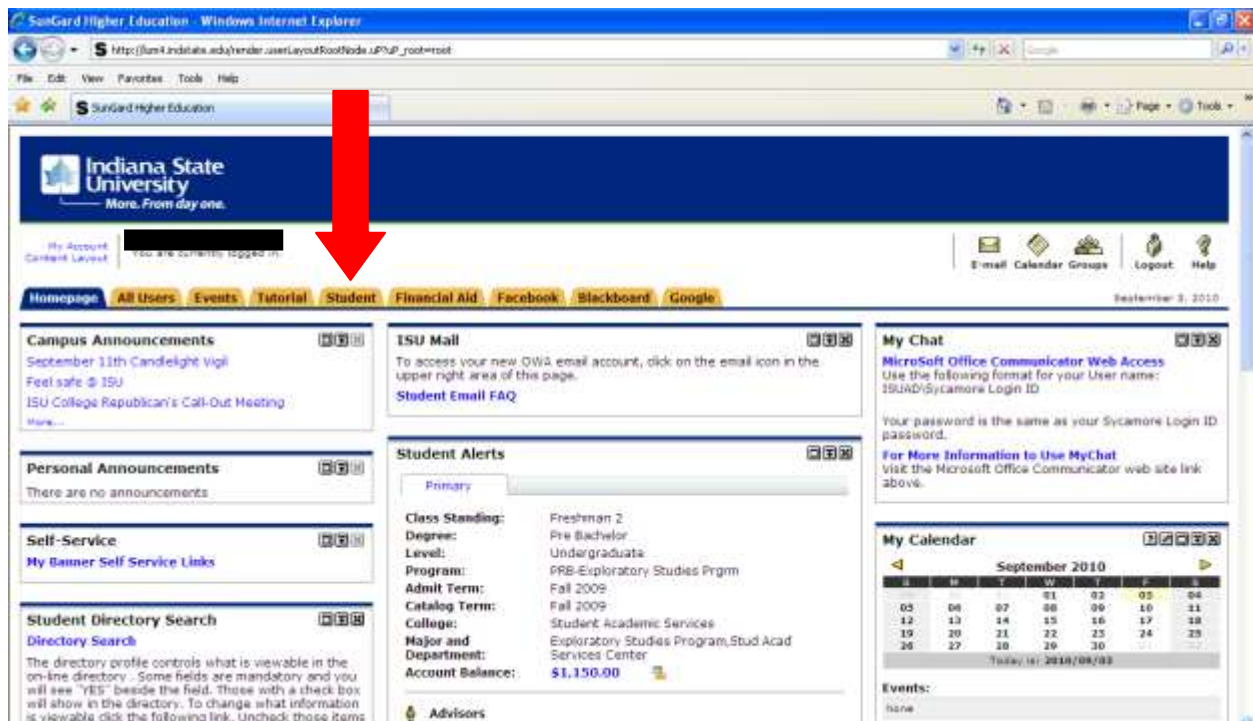


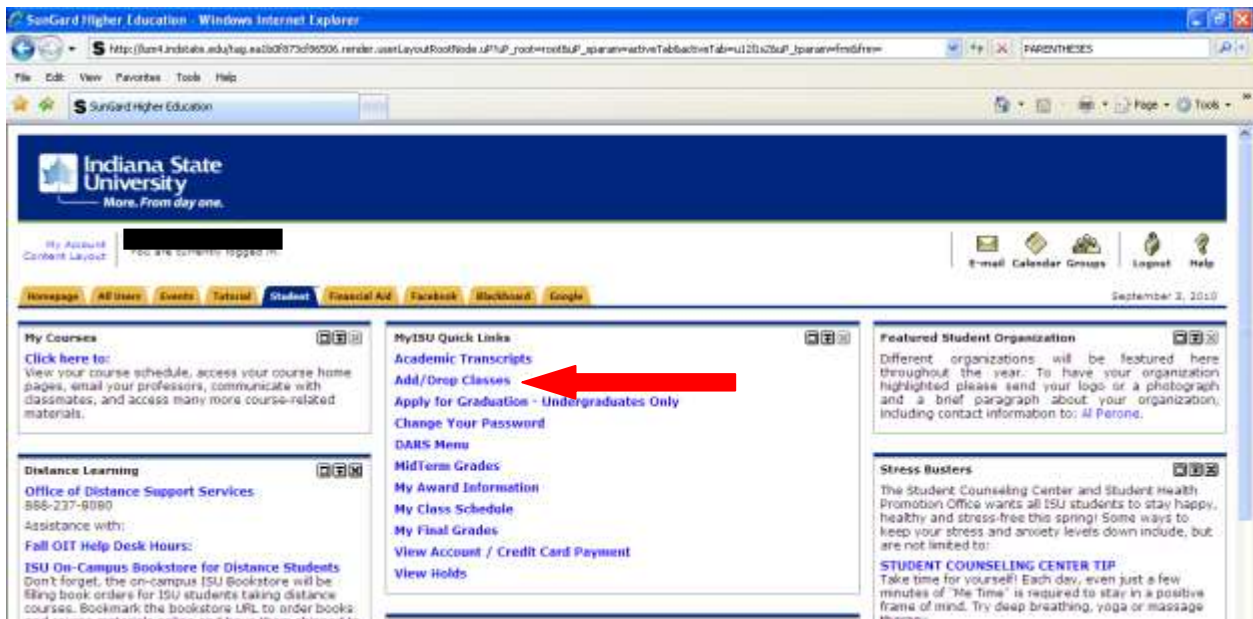
# 1. Log onto your MyISU Portal.



# 2. Click on the 'STUDENT' tab.

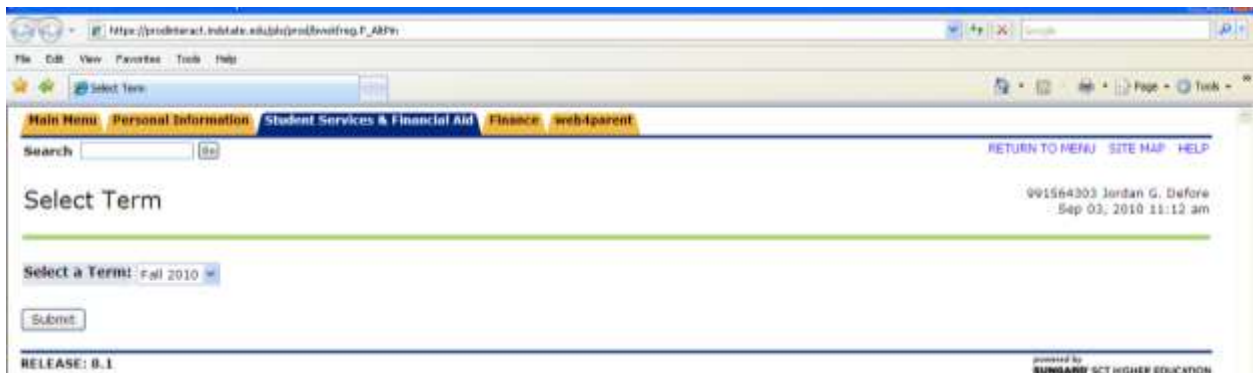


### 3. Select Add/Drop classes from MyISU Quick Links box.



The screenshot shows the MyISU Quick Links page. The 'MyISU Quick Links' section contains the following links: Academic Transcripts, Add/Drop Classes (highlighted with a red arrow), Apply for Graduation - Undergraduates Only, Change Your Password, DARS Menu, MidTerm Grades, My Award Information, My Class Schedule, My Final Grades, View Account / Credit Card Payment, and View Holds. Other sections include My Courses, Distance Learning, and Featured Student Organization.

### 4. Submit the correct TERM.



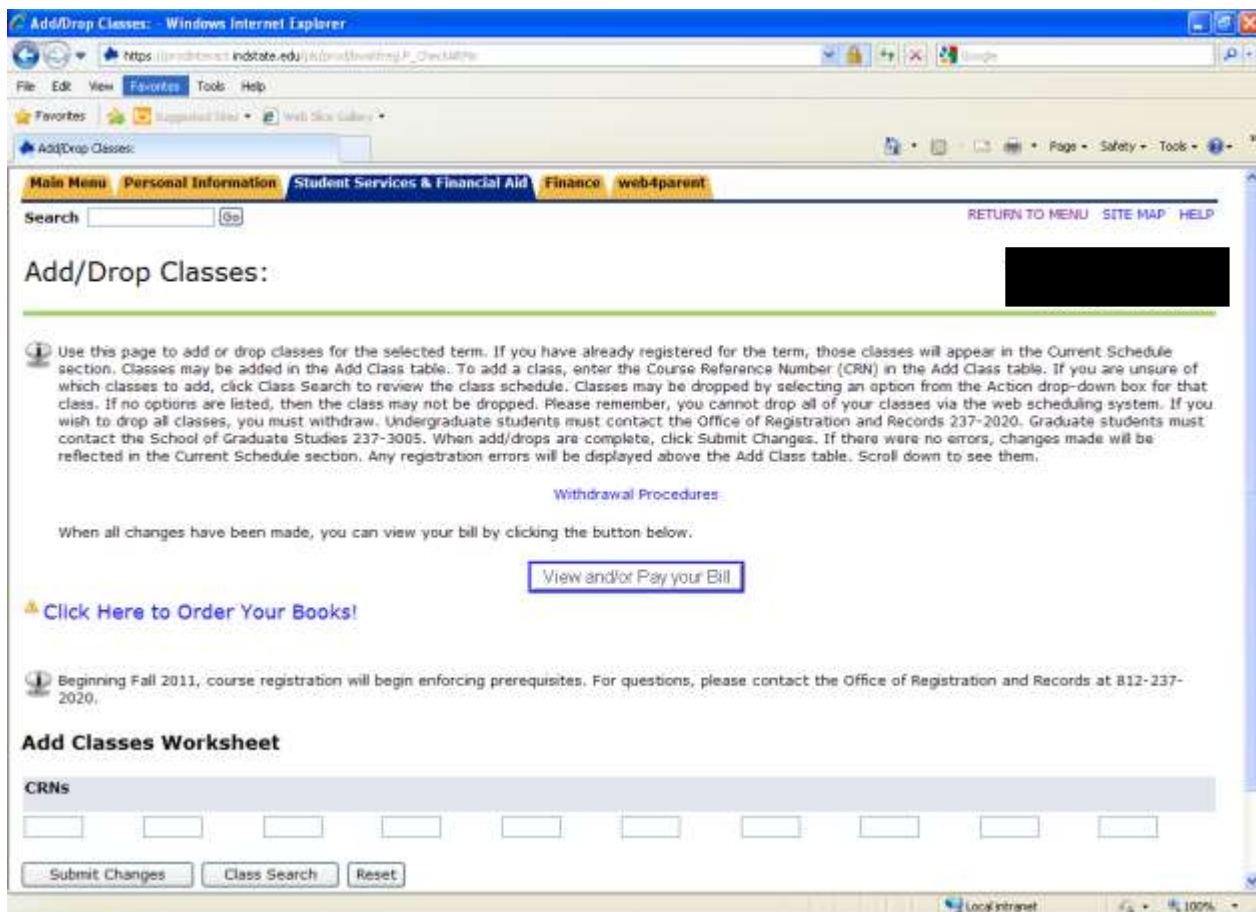
The screenshot shows the 'Select Term' page. The 'Select a Term' dropdown menu is set to 'Fall 2010'. The page includes a search bar, a 'Submit' button, and a 'RELEASE: 0.1' notice at the bottom.

### 5. Enter your ADVISEMENT PIN (get this from advisor).



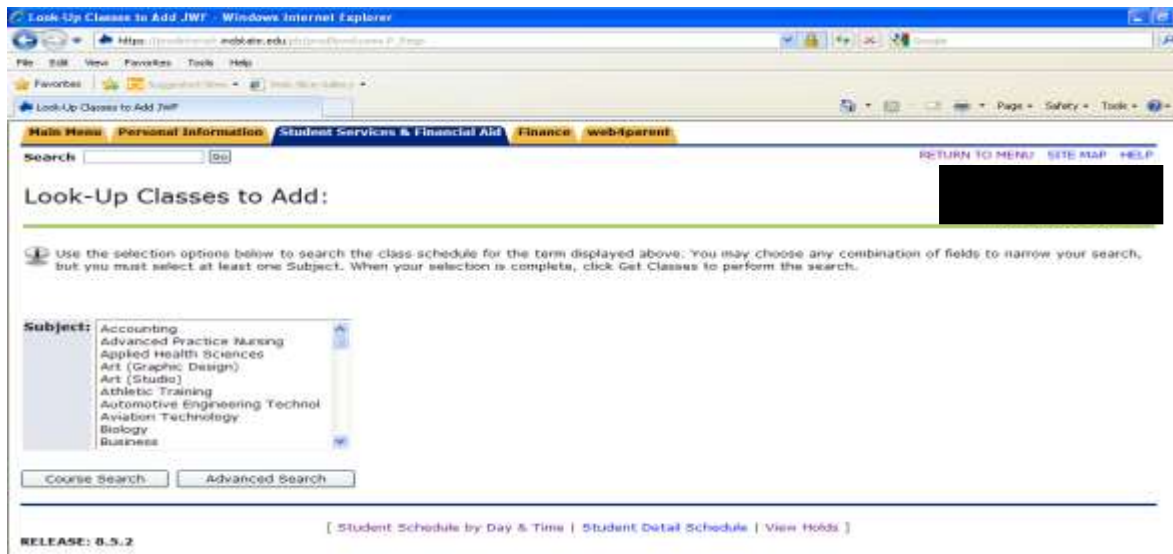
The screenshot shows the 'Advisement PIN Verification' page. The 'Advisement PIN' input field is empty. The page includes a search bar, a 'Submit' button, and a 'RELEASE: 0.1' notice at the bottom.

6. This is the registration screen. If you have prepared, prior to your registration date, the CRN's enter them at the bottom of the screen in the boxes provided. If all goes well you will be registered. If not, then fix the courses that are listed under "Registration Errors"



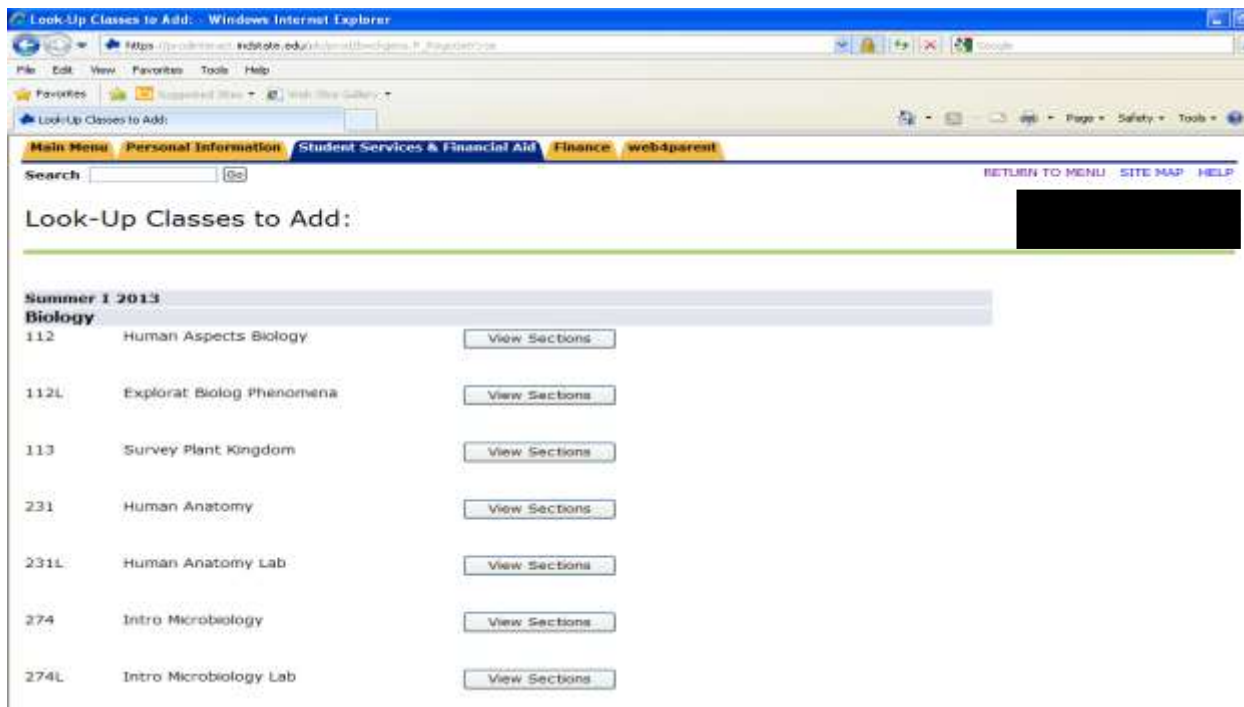
7. If you have not prepared the CRN's ahead of time OR if you need to fix errors select "Class Search"

8. Selecting “CLASS SEARCH” will open the screen below:



9. You can either:

- a. Select a subject from the list and then select “Course Search” which will open the screen below:



- i. Select “View Sections” next to the course you are interested in. When you do that it will open the registration screen on the next page:



Look Up Classes to Add: Windows Internet Explorer

https://proctorweb.indstate.edu/.../index.jsp?\_af=page&id=Crow

File Edit View Favorites Tools Help

Look-Up Classes to Add

Main Menu Personal Information Student Services & Financial Aid Finance web4parent

Search [ ] [Go] RETURN TO MENU SITE MAP HELP

Look-Up Classes to Add:

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Sections Found

Biology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	11263	BIO	112	001	1	3.000	Human Aspects Biology	MWF	09:00 am-09:50 am	75	43	32	0	0	0	0	0	0	Joy M. O'Keefe (P), George S. Bakken	01/07-05/03	S 0214	Laboratory Science (FS)
<input type="checkbox"/>	11264	BIO	112	002	1	3.000	Human Aspects Biology	MWF	02:00 pm-02:50 pm	75	27	48	0	0	0	0	0	0	George S. Bakken (P), Joy M. O'Keefe	01/07-05/03	S 0214	Laboratory Science (FS)
<input type="checkbox"/>	11265	BIO	112	003	1	3.000	Human Aspects Biology	TR	09:30 am-10:45 am	75	48	27	0	0	0	0	0	0	TBA	01/07-05/03	S 0214	Laboratory Science (FS)
<input type="checkbox"/>	12162	BIO	112	005	1	3.000	Human Aspects Biology	MWF	01:00 pm-01:50 pm	75	50	25	0	0	0	0	0	0	Swapan Ghosh (P)	01/07-05/03	S 0214	Laboratory Science (FS)
<input type="checkbox"/>	11266	BIO	112	301	1	3.000	Human Aspects Biology	TBA		30	16	14	0	0	0	0	0	0	Michael Romanov (P)	01/07-05/03	WEB	Laboratory Science (FS)
<input type="checkbox"/>	11275	BIO	1121	001	1	1.000	Experiat	M	08:00	32	11	21	0	0	0	0	0	0	Timothy J.	01/07-	S 0236	Laboratory

ii. Find the course you want and place a check mark in the box then select register.

1. When registering for any class w/a lab please make sure you register for the CLASS and the LAB at the same time (place a check mark next to the class and lab) then select "Register"

10. If the system gives you are registration error then something went wrong and you need to attempt to fix the issue. If all went well then you are registered for the course. To continue registering or to fix errors repeat steps 7 - 9