

How to Add a Class Using MyBenU

Add a Class

1. Once you have logged into the MyBenU system, the homepage will appear. Click on the link called “Self Service”. The Self Service page will open.
2. On the Self Service page, select the “Student Center” link. Your Student Center homepage will open.
3. On your Student Center homepage, select the “Enroll” link under “Academics” header. The Add Classes Select Term page will open.
4. On the Add Classes Select Term page, select the term you want to add classes for by clicking on the appropriate radial button. Then, click “Continue” button. The Add Classes 1 Select class to add page will open.
5. On the Add Classes 1 Select class to add page, you have two options.
 - Option 1: Class number is known. If you know the 4-digit class number, type that number “Enter Class Number” box. Then, click on the “enter” button. [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: place yourself on the class waitlist if the class is closed by clicking on the “Wait if class is full” checkbox; enter the 6 digit pin # in the “Permission nbr” box if a pin # 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 the Add Classes 1 Select class to add page.
 - Option 2: Class number is not known. If you do not know the 4-digit class number, click on the “search” button under “Find Classes”. This will open the Enter Search Criteria page. Select at least two criteria from the given choices and click on “Search” button. [NOTE: if one clicks on the “Additional Search Criteria” link, one sees that one may search on class days, class meeting times, instructors, as well as 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: place yourself on the class waitlist if the class is closed by clicking on the “Wait if class is full” checkbox; enter the 6 digit pin # in the “Permission nbr” box if a pin # 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 the Add Classes 1 Select class to add page.

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6. On the Add Classes 1 Select class to add page, you will see that the class[es] you selected has[have] been added to your “Shopping Cart”. Repeat the steps outlined in step 5 above until all classes have been selected. When you are done selecting the classes you want to add, click on “Proceed to Step 2 of 3” button. This will open the Add Classes 2 Confirm Classes page.
7. On the Add Classes 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 its information are correct. If yes, click on “Finish Enrolling” button. This will open the Add Classes 3 View Results page.
8. On the Add Classes 3 View Results page, you may view your enrollment confirmations and errors. “Success”- If a “√” 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.