

## How to Edit a Class Using MyBenU

### Edit a Class [swap one related class for another]

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, click on the “edit” tabbed link on the top of the page. The Edit Class Enrollment Options Select Term page will open.
5. On the Edit Class Enrollment Options Select Term page, select the term you want to drop classes for by clicking on the appropriate radial button. Then, click “Continue” button. The Edit Class Enrollment Options 1 Select a class to edit page will open.
6. On the Edit Class Enrollment Options 1 Select a class to edit page, under the “Classes you are allowed to edit” header, use the down arrow to the right of “Select from your schedule” to select the course for which you wish to swap one related class for another. Then, click on the “Proceed to Step 2 of 3” button. This will open the Edit Class Enrollment Options 1 Select a class to edit Related Class Section page.
7. On the Edit Class Enrollment Options 1 Select a class to edit Related Class Section page, all of the class sections related to the course being edited are displayed. The radial button corresponding to the related class section in which you are currently enrolled is set. Select the radial button corresponding to the related class section in which you wish to enroll. Then, click on the “Next” button. The Edit Class Enrollment Options 1 Select a class to edit Enrollment Preferences page will open.
8. On the Edit Class Enrollment Options 1 Select a class to edit Enrollment Preferences page, the class with the desired related class section are displayed. [NOTE: If the related class section is closed, check the “Wait List if class is full” if you wish to be placed on the waitlist. If a pin # is required for registration, enter the 6 digit pin # in the “Permission nbr” box. These options will only be displayed if the class is closed or if a pin # is required for registration, respectively]. After verifying the displayed information is correct and any additional required information has been added, click on the “Next” button. The Edit Class Enrollment Options 2 Confirm your selections page will open.
9. On the Edit Class Enrollment Options 2 Confirm your selections page, the related class section to be dropped is displayed in the box under the “Original Value” header and the related class section to be added is displayed in the box under the “New Value” header. After verifying that this is correct, click on the “Finish Editing” button. The Edit Class Enrollment Options 3 View Results page will open
10. On the Edit Class Enrollment Options 3 View Results page, you may view your edit confirmations and errors. “Success”- If a “√” mark appears, then the related class sections have been successfully swapped. “Error”- If an “X” mark appears, then the related class sections have not been swapped. Refer to the message displayed by the class and act accordingly.