How to Add Classes to Shopping Cart

1. Once you have logged into the MyBenU system, the homepage will appear. Click on the Manage Classes tile.

2. Once you have selected the Manage Classes tile, click on Class Search and Enroll. *Make sure you are searching in the appropriate semester*
3. Click **Additional ways to search**

4. The **Additional ways to search** box will open in a separate box. From here, you can search by the subject and if you have it, you can enter in the course number. All available sections of the course will come up.
5. Scroll through and find the class you would like to select. Once you have determined which section you want, click on the course.

6. Go through each step of the class review, **Add to Shopping Cart**, and click **Submit**.
   
   **Note**: If you need a Permission Number, **Review Class Preferences** is where you will enter that information.

7. You will be rerouted to the main **Manage Classes** page. Click on the **Shopping Cart** option.
8. Double check that the class you just selected has been added to your Shopping Cart. From here, select the classes you would like to check, and click Validate.

9. Use the validate tool before registration to see if you will have any issues the morning of registration. The Green Check indicates that you should not have a problem enrolling. The Red X indicates you are unable to register. Check on the reason for the Red X to fix the issue before your enrollment date. An Orange Triangle indicates that the class is full and now has a waitlist.