

## How to Register Using MyBenU

### 1. Log into MyBenU



**MYBenU**  
BENEDICTINE UNIVERSITY'S STUDENT INFORMATION SYSTEM

User ID

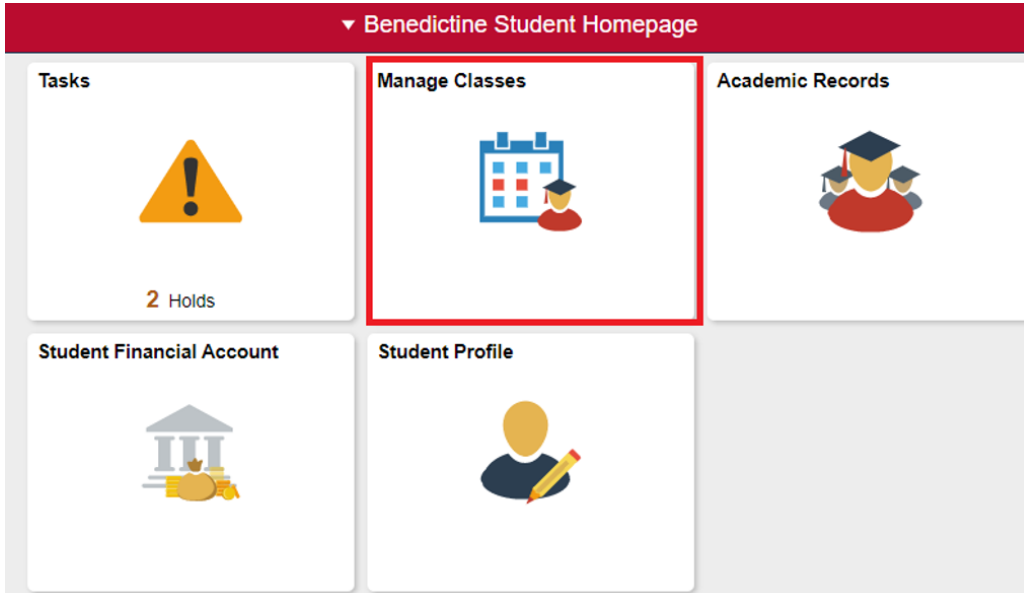
Password

Select a Language  
English






Sign In

Enable Screen Reader Mode

### 2. Click on the Manage Classes tile

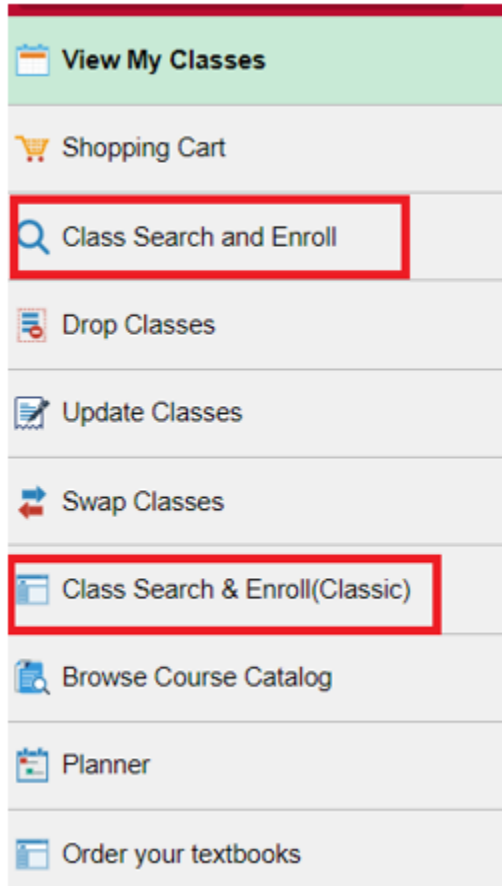


▼ Benedictine Student Homepage

<b>Tasks</b>  2 Holds	<b>Manage Classes</b> 	<b>Academic Records</b> 
<b>Student Financial Account</b> 	<b>Student Profile</b> 	

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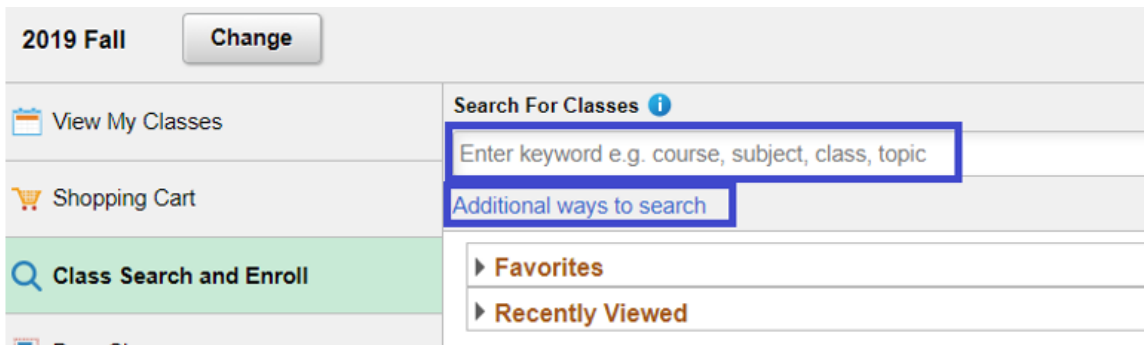
3. On your Student Manage Classes page, select the “Class Search and Enroll” or “Class Search & Enroll (Classic view)” link on the left hand menu. Then the Select Term page will open.



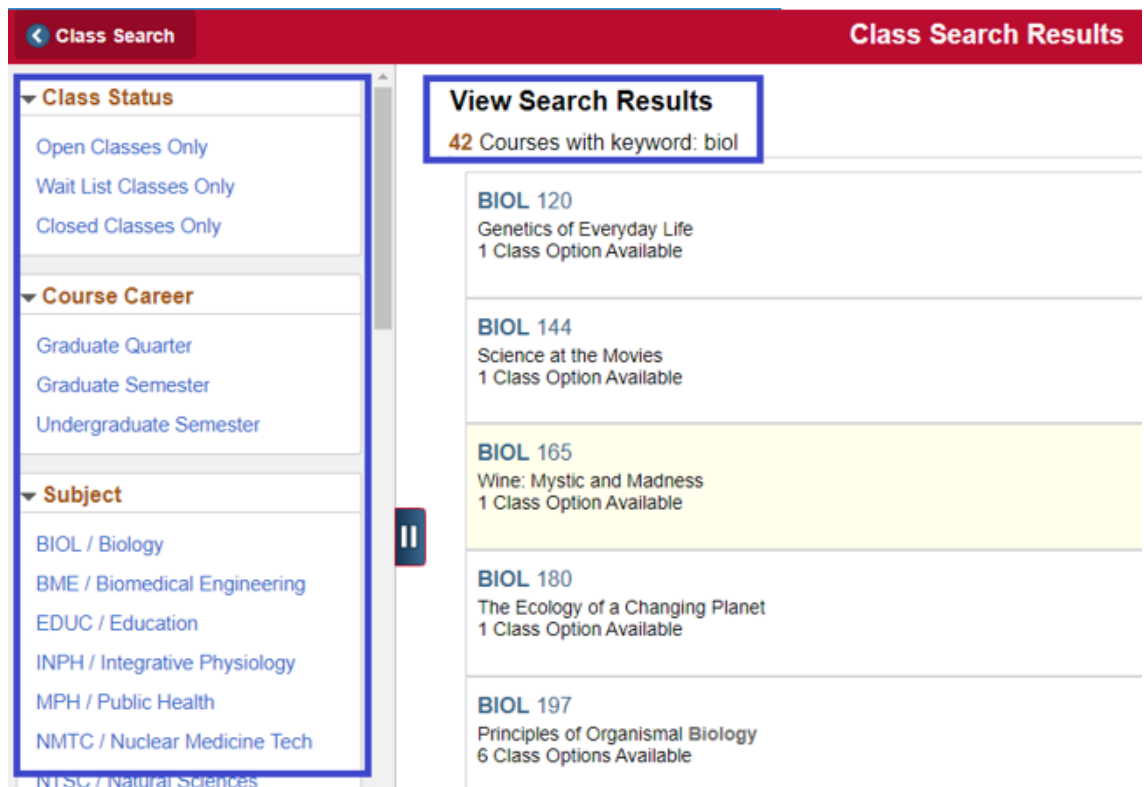
4. We recommend having the necessary course information ready. Write down the four-digit number, the names and other pertinent information about the courses you want to take (including instructor or department permission number if they are required to register for a course) on a registration worksheet to assist you when entering your registration request. Remember, do not share your personal information with anyone.

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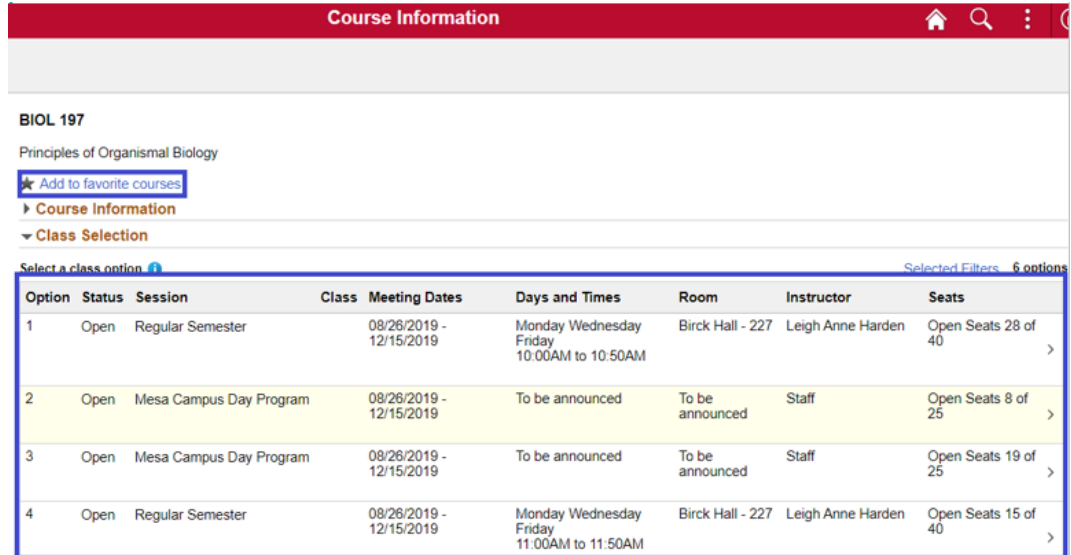
5. If you are using the “Class Search and Enroll” option, follow this step. (If you are using the “Class Search & Enroll (Classic)” option, skip to Step 6.)
  - You may use the “Search For Classes” prompt to search by name, course subject, course number, or title and then click “Enter.”
  - You can also select the “Additional ways to search” to search by subject, catalog number, or instructor.



- You will then receive all relevant search results as a list. You can then further sort your search results using the filters on the left hand menu. Click to select the course you are interested in enrolling in.



- The Course Information page will list all sections of the course and their status. You can favorite the course to easily find it later. Course Information will provide the basic catalog information including a description of the course. Click on the section you would to enroll in to proceed.



**Course Information**

**BIOL 197**  
Principles of Organismal Biology

[★ Add to favorite courses](#)

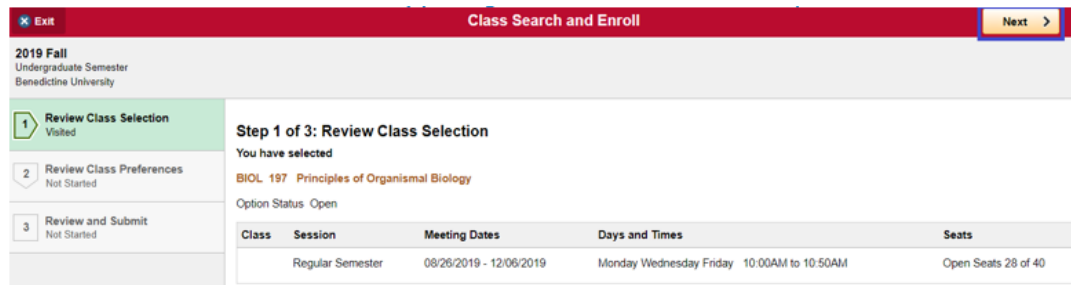
▸ **Course Information**

▾ **Class Selection**

Select a class option Selected Filters: 6 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Semester		08/26/2019 - 12/15/2019	Monday Wednesday Friday 10:00AM to 10:50AM	Birck Hall - 227	Leigh Anne Harden	Open Seats 28 of 40
2	Open	Mesa Campus Day Program		08/26/2019 - 12/15/2019	To be announced	To be announced	Staff	Open Seats 8 of 25
3	Open	Mesa Campus Day Program		08/26/2019 - 12/15/2019	To be announced	To be announced	Staff	Open Seats 19 of 25
4	Open	Regular Semester		08/26/2019 - 12/15/2019	Monday Wednesday Friday 11:00AM to 11:50AM	Birck Hall - 227	Leigh Anne Harden	Open Seats 15 of 40

- The next screen shows you the course you selected to confirm the course information. Click “Next” in the upper right corner to confirm and proceed.



**Class Search and Enroll** [Next >](#)

2019 Fall  
Undergraduate Semester  
Benedictine University

**1 Review Class Selection**  
Visited

**2 Review Class Preferences**  
Not Started

**3 Review and Submit**  
Not Started

**Step 1 of 3: Review Class Selection**

You have selected  
**BIOL 197 Principles of Organismal Biology**

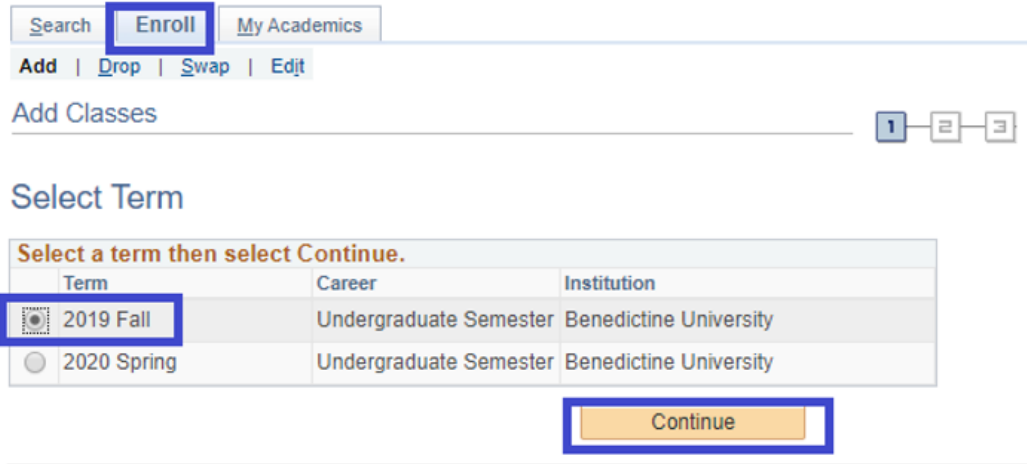
Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
	Regular Semester	08/26/2019 - 12/06/2019	Monday Wednesday Friday 10:00AM to 10:50AM	Open Seats 28 of 40

- On the Review Class Preferences screen, you may enter a permission number from the department if needed. Click “Accept” to proceed to the next step.
- The last step of Review and Submit allows you to click “Submit” to add the course to your shopping cart. Or you may select to enroll in the course if your registration appointment time has started. You will receive a prompt that asks you to confirm adding the course with an option of “Yes” or “No”.

[Continued on next page]

6. If you are using the Class Search & Enroll (Classic view), you have two options.
- Option 1: Class number is known. If you know the four-digit class number, first select the term for which you want to add classes.



Search **Enroll** My Academics

Add | Drop | Swap | Edit

Add Classes 1 2 3

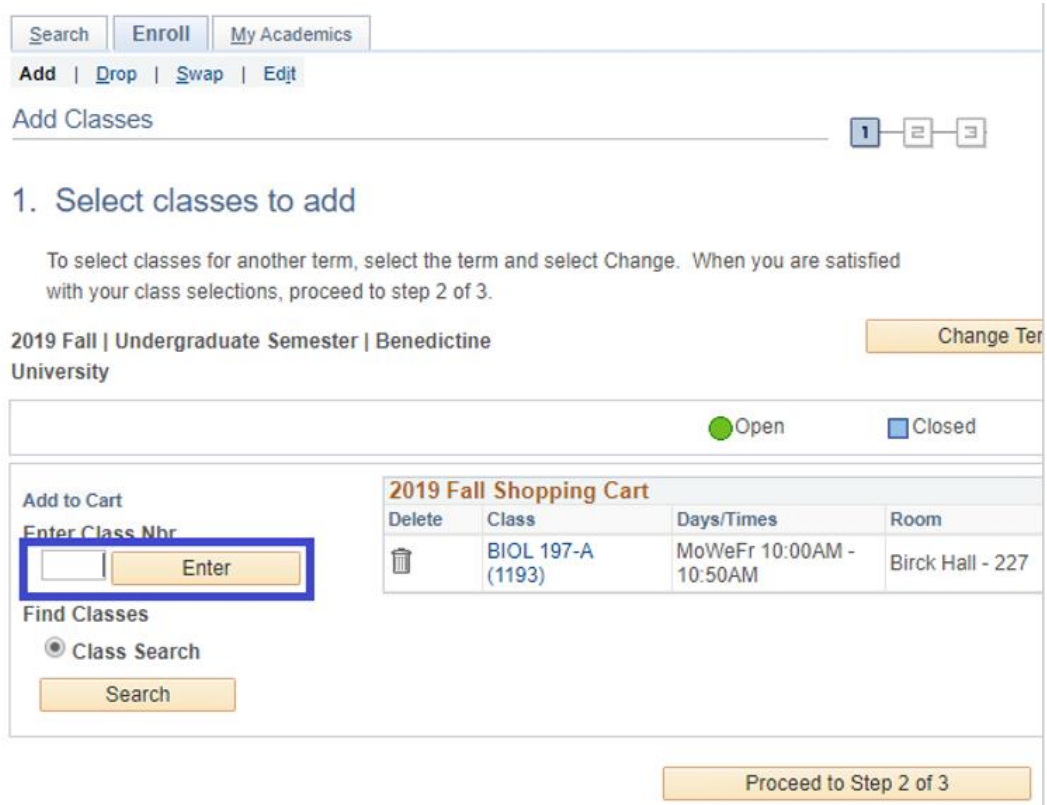
### Select Term

Select a term then select Continue.

Term	Career	Institution
<input checked="" type="radio"/> 2019 Fall	Undergraduate Semester	Benedictine University
<input type="radio"/> 2020 Spring	Undergraduate Semester	Benedictine University

**Continue**

Type the class number in the "Enter Class Number" box. Then, click on the "Enter" button.



Search **Enroll** My Academics

Add | Drop | Swap | Edit

Add Classes 1 2 3

### 1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2019 Fall | Undergraduate Semester | Benedictine University Change Term

Open  Closed

2019 Fall Shopping Cart			
Delete	Class	Days/Times	Room
	BIOL 197-A (1193)	MoWeFr 10:00AM - 10:50AM	Birck Hall - 227

Add to Cart

Enter Class Nbr

**Enter**

Find Classes

Class Search

**Search**

**Proceed to Step 2 of 3**

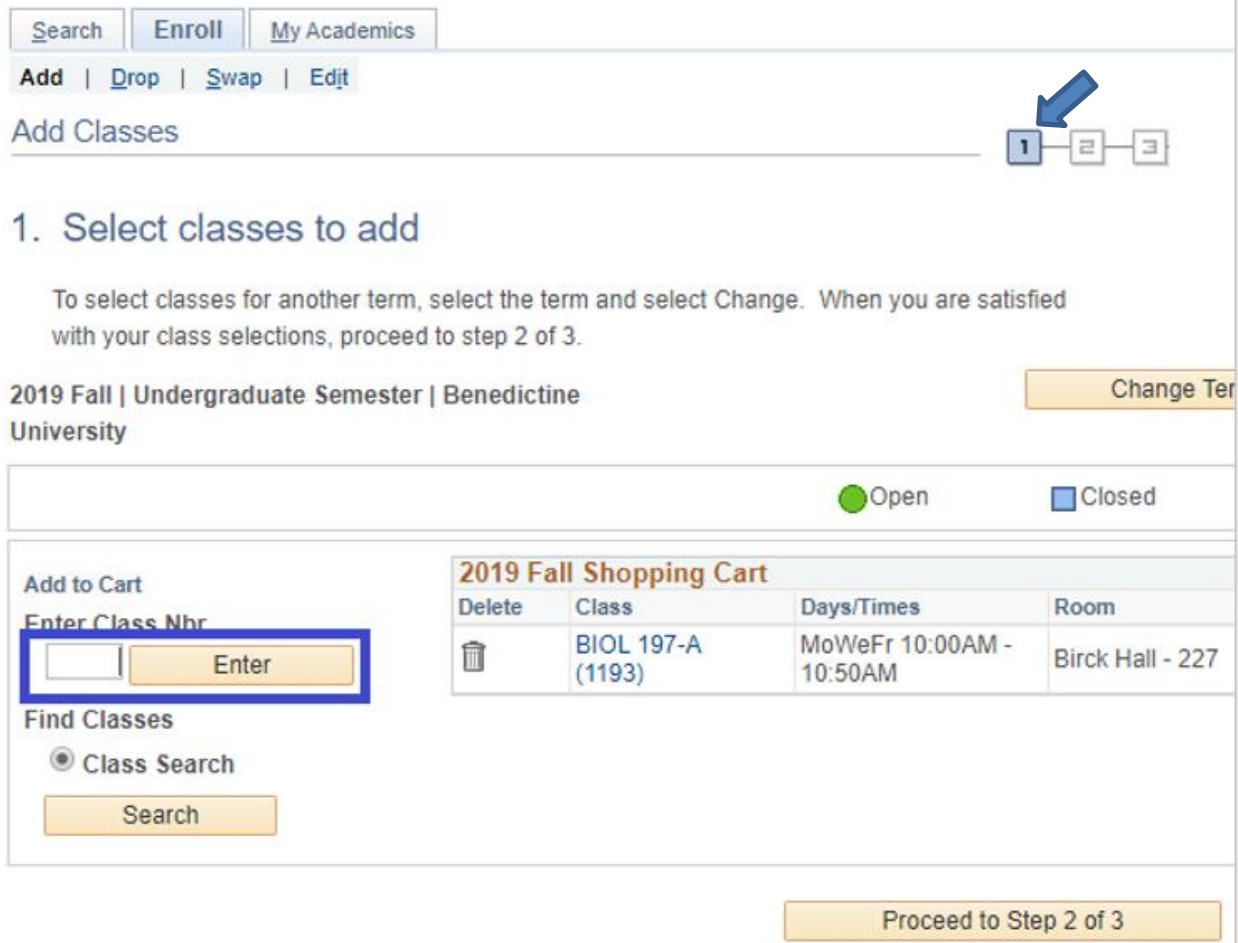
(NOTE: If concurrent registration in a related class is required, the Related Class section page will open next. On this page, select the appropriate related class section using the radial button and click on the "next" button.)

The Enrollment Preferences page will then open and you may do the following:

- Place yourself on the class waitlist if the class is closed by clicking on the "Wait if class is full" checkbox
- Enter the six-digit pin number in the "Permission nbr" box if a pin number 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 Step 1.

Select "Class to Add" page to add additional courses.



[Search](#) | [Enroll](#) | [My Academics](#)

[Add](#) | [Drop](#) | [Swap](#) | [Edit](#)

Add Classes 1 2 3

### 1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2019 Fall | Undergraduate Semester | Benedictine University [Change Term](#)

Open  Closed

**Add to Cart**

Enter Class Nbr

[Enter](#)

**Find Classes**

Class Search

[Search](#)

**2019 Fall Shopping Cart**

Delete	Class	Days/Times	Room
	BIOL 197-A (1193)	MoWeFr 10:00AM - 10:50AM	Birck Hall - 227

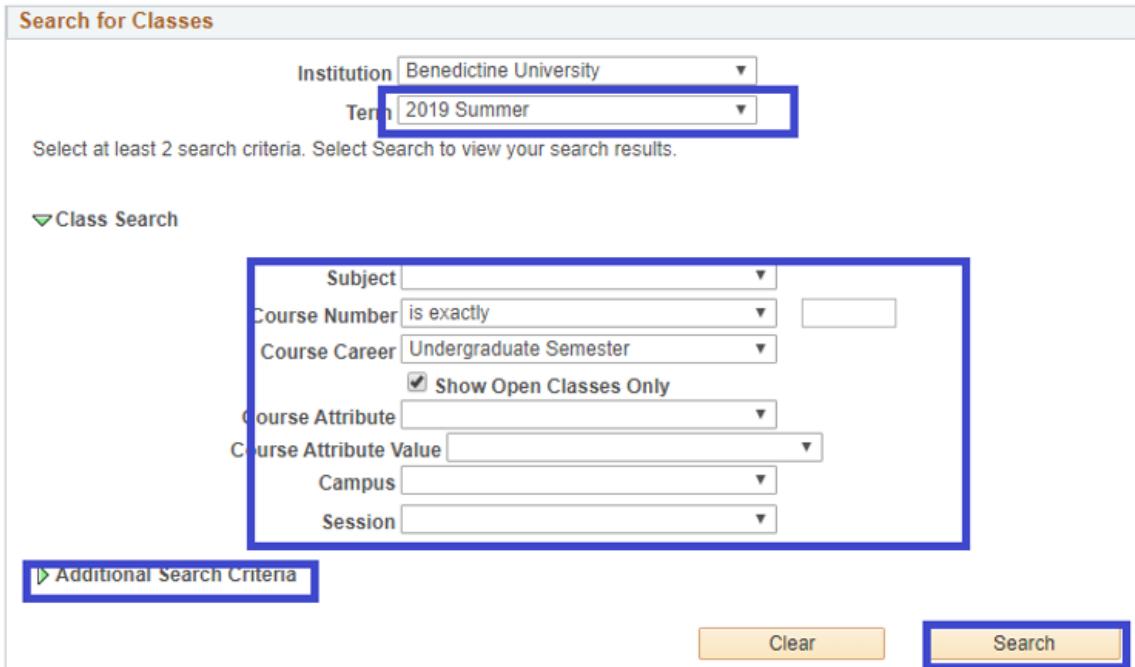
[Proceed to Step 2 of 3](#)

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- Option 2: Class number is not known. If you do not know the four-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 the "Search" button.

[Search for Classes](#)

## Enter Search Criteria



**Search for Classes**

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject

Course Number

Course Career

Show Open Classes Only

Course Attribute

Course Attribute Value

Campus

Session

[▶ Additional Search Criteria](#)

(NOTE: if you click on the "Additional Search Criteria" link, you may search on:

- class days
- class meeting times
- instructors
- other options

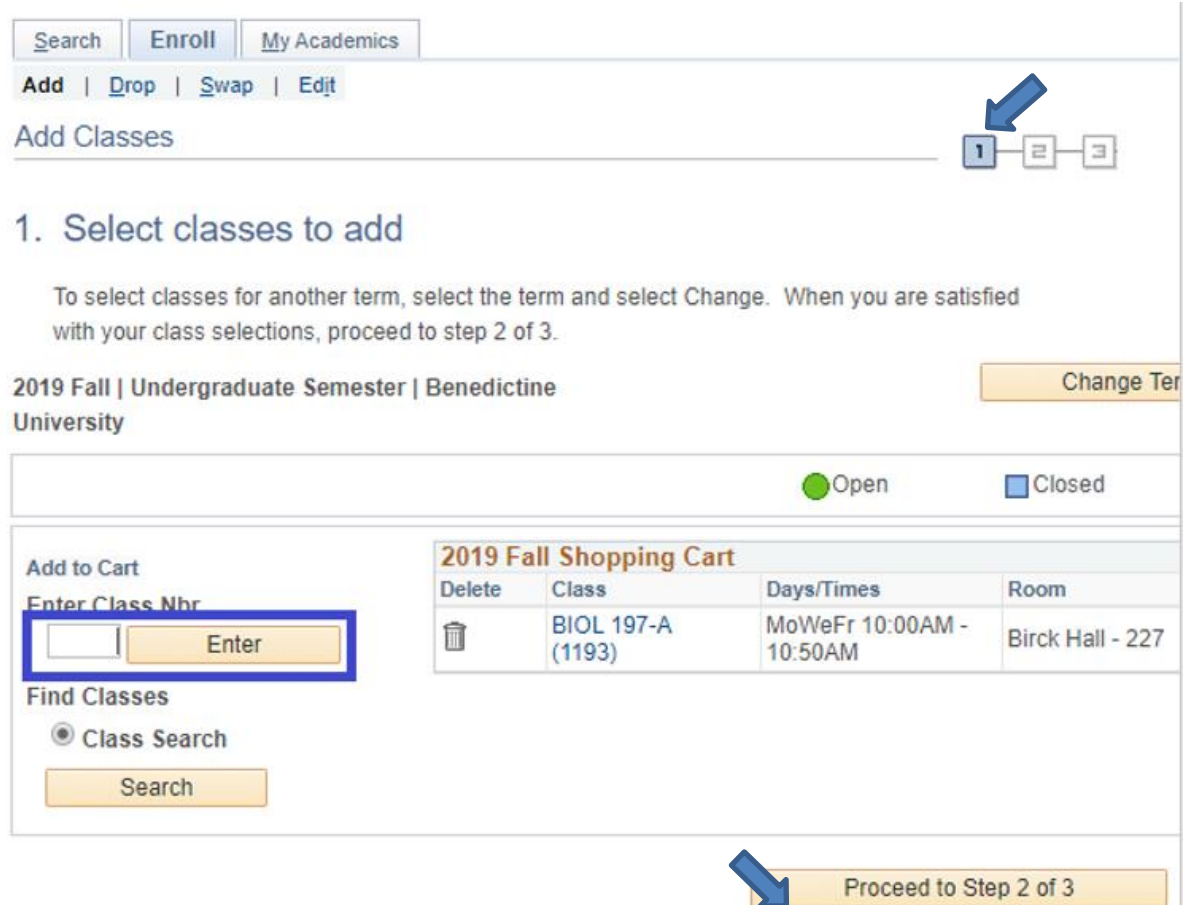
This will open the Search Results page. On the Search Results page, select the class you wish to add by clicking on the "select class" button that corresponds to that particular class.

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 six-digit pin number in the "Permission nbr" box if a pin number 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 Step 1. Select Class to Add page to add additional courses.



Search | Enroll | My Academics

Add | Drop | Swap | Edit

Add Classes 1 2 3

### 1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2019 Fall | Undergraduate Semester | Benedictine University Change Term

Open  Closed

**Add to Cart**

Enter Class Nbr

Enter

**Find Classes**

Class Search

Search

2019 Fall Shopping Cart			
Delete	Class	Days/Times	Room
	BIOL 197-A (1193)	MoWeFr 10:00AM - 10:50AM	Birck Hall - 227

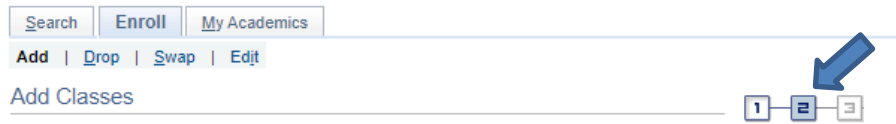
Proceed to Step 2 of 3

7. When you are done selecting the classes you want to add, click on the "Proceed to Step 2 of 3" button (see above). This will open the 2. Confirm Classes page.

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8. Step 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 all related information are correct. If yes, click on "Finish Enrolling" button. This will open the 3. View Results page.



## 2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

2019 Fall | Undergraduate Semester | Benedictine University

<span style="color: green;">●</span> Open <span style="color: blue;">■</span> Closed <span style="color: orange;">▲</span> Wait List						
Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 197-A (1193)	Principles of Organismal Biol (Lecture)	MoWeFr 10:00AM - 10:50AM	Birck Hall - 227	L. Harden	3.00	<span style="color: green;">●</span>

9. Step 3, "View Results page." You may view your enrollment confirmations and errors.
- "Success" - If a check 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.
10. For security reasons, log out of the system by clicking the "Sign Out" icon in the upper right-hand corner of the page.

