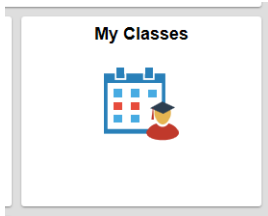
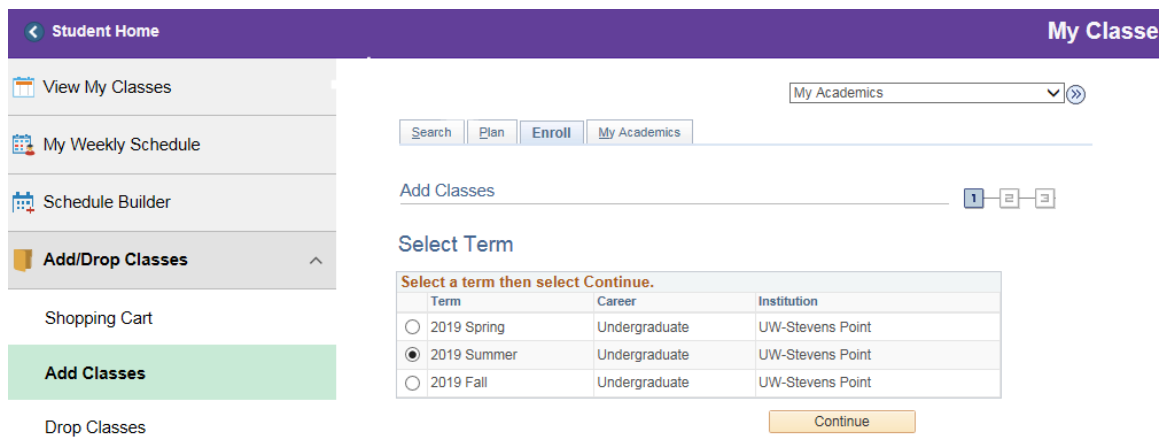


Register for Classes – Using a Specific Class Number

1. From your accessPoint Homepage, click on the **My Classes** tile.



2. On the left, you will see **Add Classes** listed (Under Add/Drop Classes), click on it. If it prompts you to select a term, choose the correct term and click **Continue**.

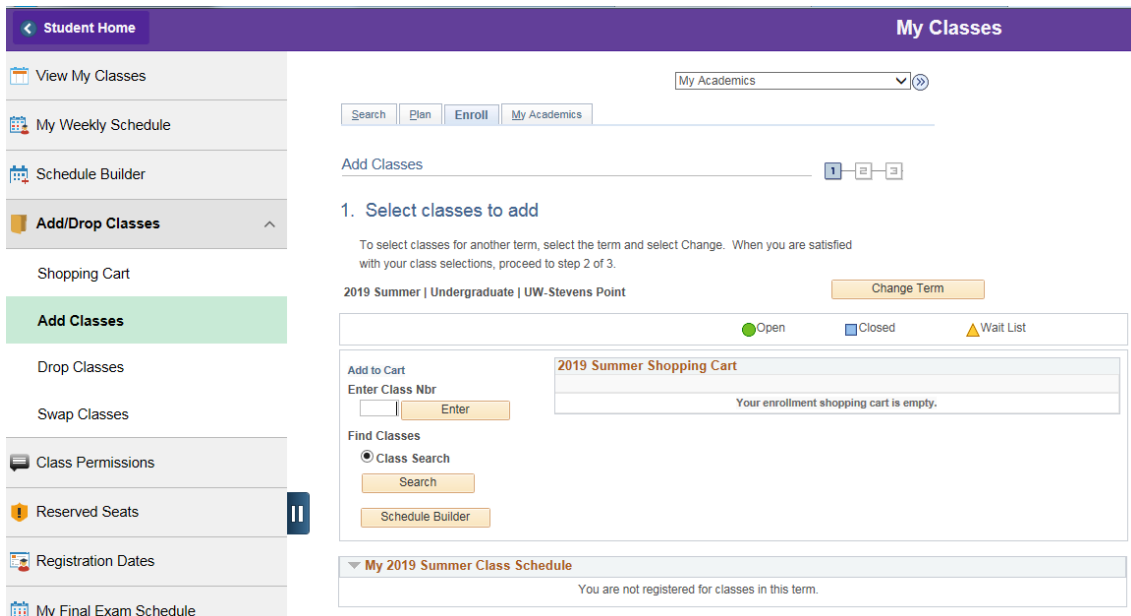


The screenshot shows the 'Student Home' interface. On the left, the 'Add/Drop Classes' menu is expanded, with 'Add Classes' highlighted in green. The main content area shows a search bar with 'My Academics' selected, and a 'Select Term' dialog box. The dialog box has a table with the following data:

Term	Career	Institution
<input type="radio"/> 2019 Spring	Undergraduate	UW-Stevens Point
<input checked="" type="radio"/> 2019 Summer	Undergraduate	UW-Stevens Point
<input type="radio"/> 2019 Fall	Undergraduate	UW-Stevens Point

Below the table is a 'Continue' button.

3. This is your Shopping Cart. Enter your Class Numbers in the box displayed, and hit **Enter**. An information screen about that class is displayed. If you need to get on a wait list for this class, there is a checkbox to check. Otherwise, confirm it is the correct class and hit **Next**. You will see the class displayed on the right, in the Shopping Cart area.



The screenshot shows the 'Student Home' interface. On the left, the 'Add/Drop Classes' menu is expanded, with 'Add Classes' highlighted in green. The main content area shows a search bar with 'My Academics' selected, and a '1. Select classes to add' dialog box. The dialog box has a table with the following data:

Term	Career	Institution
<input type="radio"/> 2019 Spring	Undergraduate	UW-Stevens Point
<input checked="" type="radio"/> 2019 Summer	Undergraduate	UW-Stevens Point
<input type="radio"/> 2019 Fall	Undergraduate	UW-Stevens Point

Below the table is a 'Continue' button. The '2019 Summer Shopping Cart' is displayed on the right, showing a message: 'Your enrollment shopping cart is empty.'

4. If you need to enter another Class Number, repeat step 3.
5. If you are finished selecting classes, click **Proceed to Step 2 of 3** to continue registering.
6. Confirm the classes you've selected are correct, and then click **Finish Enrolling**.

Student Home My Classes

View My Classes
My Weekly Schedule
Schedule Builder
Add/Drop Classes
Shopping Cart
Add Classes
Drop Classes
Swap Classes
Class Permissions

My Academics

Search Plan **Enroll** My Academics

Add Classes

2. Confirm classes

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

2019 Summer | Undergraduate | UW-Stevens Point

Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
EDUC 351-01 (60278)	Educ Stdnets with Special Needs (Lecture)		Online	N. Logan	3.00	●

7. A results table will display. Read all of the messages to see if any further action is required. Green checkmarks mean you have successfully enrolled in your classes. A red X means there is an error (you don't have online consent, the class is closed, etc).
8. Click on **My Class Schedule** on the left to view all of the classes you have enrolled in.