

Registering for Courses

1. Log in to **MyWashburn** (<http://my.washburn.edu>)
2. Find the **Registration/Student Information** box
3. Click the **Registration Dashboard** link
4. *Optional*, check if you are able to register
 - a. Click the **Prepare for Registration** link
 - b. Select the **term** you want to register for from the drop down menu
 - c. Click the **Continue** button
 - d. If you have any holds, you will need to take care of them before you can register (click the **Explanation of Holds** tab for more information)
 - e. To return to the **Registration Dashboard**, click the **Registration** link at the top left
5. Click the **Register for Classes** link
6. Review the **Promissory Note**
7. Select the **term** you want to register for from the drop down menu
8. Enter your **Alternate PIN**
9. Click the **Continue** button
10. **CRN Method**
 - a. Enter a **CRN** in the box
 - b. If you need to enter more, click the **Add Another CRN** link
 - c. Repeat these steps until all CRNs are entered
 - d. Click the **Add to Summary** button
- Find Classes Method**
 - a. Click the **Find Classes** tab in the upper left
 - b. Type the subject, course number, or keyword in the box provided
 - c. Click the **Search** button
 - d. Find the course you want in the list of results (click the course title for more information)
 - e. Click the **Add** button to the far right of the course to add it to the Summary
 - f. To find more courses, click the **Search Again** button in the upper right
11. When you are ready to register for all courses in the Summary list, click the **Submit** button in the lower right