How to Register from Worksheet

Step 1:  
*Click Registration in Howdy*

Step 2:  
*Click Register For Classes*
How to Register from Worksheet Continued

Step A:
Clear out your Action Items

Hint:
You may not have any Action Items.
If you don’t, it will skip you straight to Step 3
How to Register from Worksheet Cont.

Step B: Click each Action Item to pull up its’ details on the right.

- In the left column, the assorted action items will be listed.
- In the right column, details about the selected action item will be displayed which includes an action students must act upon before the action item will be considered completed.
- In the screenshot here, the student needs to agree to the Registration Terms of Use before their will be allowed to proceed with registration.
- Here the student needs to click on the “I AGREE” button after reading the terms of use text.
How to Register from Worksheet Cont.

- Once the action item has been completed, students should see a green alert in the top right hand side of their windows indicating successful completion with a request to click on the red “here” text to return to the Registration module.
  - Students should click on the text in the alert in order to proceed properly with registering for classes.

You have successfully completed this action item. Please click here to return to Registration.
How to Register from Worksheet Cont.

- In the left column, the assorted action items will be listed.
- In the right column, details about the selected action item will be displayed.
- Including an action students must act upon before the action item will be considered completed.
- In the screenshot here, the student needs to agree to the update the distance education state and country before she will be allowed to proceed with registration.
- Here the student needs to select the appropriate state and country from the drop down menus and click on the “Save Selections” button afterward.
How to Register from Worksheet Cont.

Step 3:  
*Click Registration Worksheet*

**Hint:**  
You can click “Enter CRN’s” if you did not create a worksheet or if you do not want to use your worksheet.
Step 4: View your saved worksheet

- Students may expand or collapse Registration Worksheets by clicking on the worksheet name next to the carot symbols (↑ or ↓).
- The “Created by” details will display “You” if it is the Registration worksheet the student created. It will display the Advisor’s username when the student uses the

Hint: RPTS Advisors are not creating worksheets for students.
How to Register from Worksheet Cont.

Step 5:
Click “Add All” to add all of your planned courses to your worksheet.

Hint:
You can choose to click “add all” or you can click “add” on individual classes, if you had backup classes ready.
Step 6:
Notice that your planned courses have now popped down to the summary on the bottom right.

They have turned back into “pending”
How to Register from Worksheet Cont.

Step 7:  
*Click submit to register for those sections*
How to Register from Worksheet Cont.

Step 8: Confirm that your desired classes are now showing green “Registered”