

## EdNet Registration Instructions

1. Log into your EdNet account.
2. Click on “Student and Financial Aid”.
3. Click on “Registration”.
4. Click on “Check Your Registration Status”.
5. Select the “Term” you want to register for and click on the “Submit” button.
6. Review the information to assure your registration status will allow you to continue. If you have holds, click on “View Holds” for further information and take care of any holds listed.
7. If your registration status permits you to continue, click on “Look-Up Classes”.
8. Select the “Term” you are registering for and click on the “Submit” button.
9. Select at least one subject to perform a search. You may select multiple subjects by holding down the CTRL key. Click on “Course Search”.
10. The courses within the subject(s) you selected will be displayed.
11. To view sections for a course, click on “View Sections”.
12. Check the box in the “Select” column to add this course to your worksheet.
13. Enter your six digit PIN in order to continue. You will be given your PIN by your academic advisor.
14. You may click on “Register” to automatically be registered for the course(s) you selected. You will have the option to add additional courses to your worksheet if you know the CRNs or you may perform another course search. You may also click on “Add to Worksheet”. The course(s) you selected will be added to your worksheet and you have the option to add additional courses if you know the CRNs.
15. Click on “Submit Changes” when you are finished.
16. To review your completed schedule, click on “Return to Menu” at the top of the screen.
17. Click on “Student Detail Schedule”. If you click on “Student Schedule by Day and Time”, courses will only appear one week at a time and courses outside that date range will not appear. Courses with no scheduled day and time (such as online or arranged courses) will appear at the bottom of the screen.

For assistance, contact your department secretary. You may access their contact information under each Academic Department homepage on the college website.

Students may view the Advising and Registration schedule in “Course Schedules” within the “Academics” tab from the homepage at [glenville.edu](http://glenville.edu).