

# How To Register for Classes Step by Step

1. In order to register yourself you must have attended a SOAR session
2. Log into Your Portal
3. Click on the **Academics Tab**
4. Click on the **My Registration** Page (on the left side of your screen)
5. Click on the blue **Course Needs** Link
6. Click the link where it says, "**Click here for the course needs for** (your name)"
7. Click on **Printable Advising Sheet** to see what courses you still need to take
8. Minimize Printable Advising Sheet
9. Click blue **Program Abbreviation** link (Example: AALS or OTAAAS)
10. Click on blue **See Courses Available** link to see if a class is being offered
11. Find section of that class that you want
12. **Click Box** ☐ next to desired section
13. Click **Add Class Button** at the bottom of the screen (you may need to scroll down to find it).
14. Return to **Course Needs** page (step 4) and continue to add courses