Registration Self Service: How To Register for Classes Using Simple Search

1. Go to MyState
2. On the Dashboard select “Registration Time Ticket”

3. Click “Register for Classes” link
4. Click Register for Classes
5. Click the drop down menu and select the desired term

6. You’ll be presented with the search screen

7. Click inside the University search box, click South Dakota State University

8. Click inside the Location search box, click SDSU Main Campus

9. Click inside the Subject box, click Accounting

10. Click search
11. You’ll be presented with the classes that fit your search criteria
12. The Title, Course Number, Section, Hours, Instructor, Meeting Times, and more information is displayed in a list
13. On the far right side of the window, in each row of the list of results, is an add button
14. Click Add, to add Principles of Accounting I S01 CRN 80670

15. The schedule pane in bottom left of the window will populate Principles of Accounting I
16. The summary pane in the bottom right of the window will add Principles of Accounting I

17. On the right hand side of the Summary pane are the Status and Action columns, note the Status is pending and Action is 'Register'
18. Click the Submit button in the bottom right corner of the window.