1. Visit [www.furman.edu](http://www.furman.edu), or, for direct log-in to the portal, [my.furman.edu](http://my.furman.edu).

2. Enter your Furman network user name and password.
3. Skip the Synonym field, choose Your **Subject**, enter the **Course Number***, the **Section Number** (01 for all UES courses unless otherwise noted on schedule), choose the **Term** and select **Submit**.

*If course number ends with an “E”, then you must enter an “E” in the course number field box (i.e., for BUS-340E, enter 340E).
4. Under **Action**, select the **Register** option for each (or all) of your chosen courses and select **Submit**.

The courses will then move from **Preferred Sections** to be listed under **Current Registrations**. Your registration is complete.