ONLINE REGISTRATION INSTRUCTIONS

Enter your Furman network user name and password at my.furman.edu.

1. Once you have logged onto the portal, select Registration.
2. Choose Course Sections to Add.
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.

Detailed screenshots for the registration steps below are provided on the following pages.
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.