How to Register for Classes
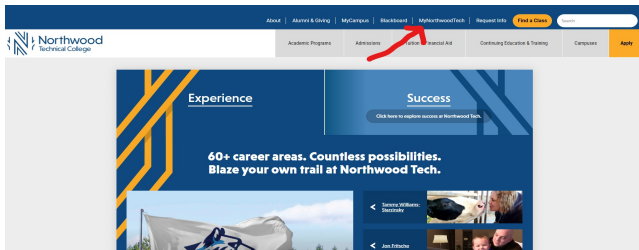## with MyNorthwoodTech Enrollment Shopping Cart

Follow the steps to access and utilize the Enrollment Shopping Cart.
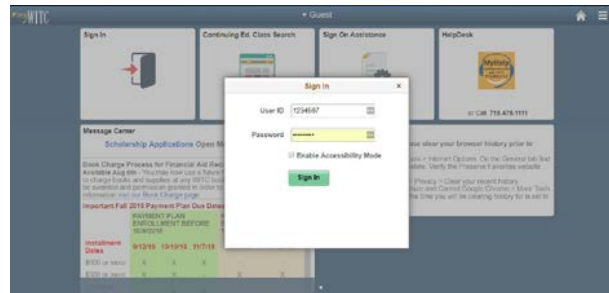
Step 1
Visit NorthwoodTech.edu, and go to **MyNorthwoodTech** located at the top of the screen.
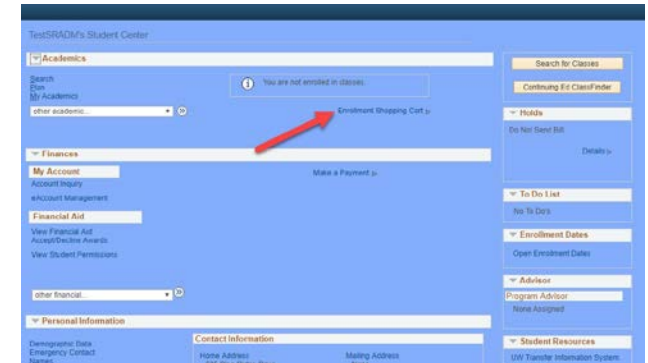

Step 2
If you are a first-time user, select the **Sign On Assistance** tile, fill out the information and create a password. If you have already created a password, please proceed to the **Sign In** tile.
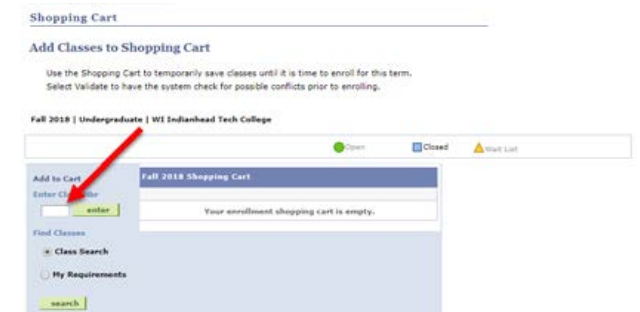

Step 3
Using your student ID and the password you have created, sign into your Student Center.
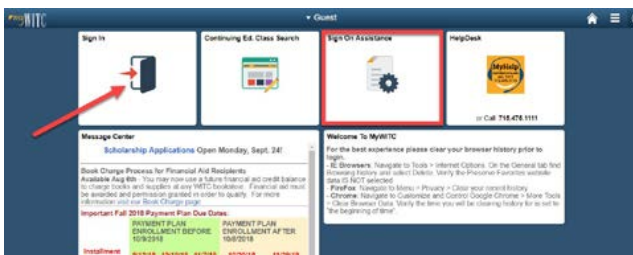
Step 4
Select the **Student Center** tile.

Step 5
Select the **Enrollment Shopping Cart**.

Step 6
Enter the five-digit class number and click the **green Enter button**.

Scan or click the QR code for a video tutorial of how to register:

Northwood Technical College

NorthwoodTech.edu
800.243.9482

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with MyNorthwoodTech Enrollment Shopping Cart

Step 7

Click the **Next** button.

Green circle: class is open and ready for enrollment.

*Yellow triangle: class is full and is accepting students for the waitlist, select the **Wait List if Class is Full** option before clicking next.*

Blue square: class is closed and not accepting enrollment at this time.

Step 8

Select the class by **clicking on the box next to the class**, then click the green **Enroll button**.

Step 9

Click the Finish Enrolling button to complete your enrollment.

Step 10

Classes with a green checkmark have been successfully enrolled.

Classes with a yellow diamond are still in progress and have not been completed.

Classes with a red "X" have not been enrolled and an error has occurred. Review the potential problems by reading the error message listed on the screen. Go back to the shopping cart to make any adjustments.

For questions, please contact your local Student Services office.
Dial 800.243.9482 **and select your campus.**

NorthwoodTech.edu
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