

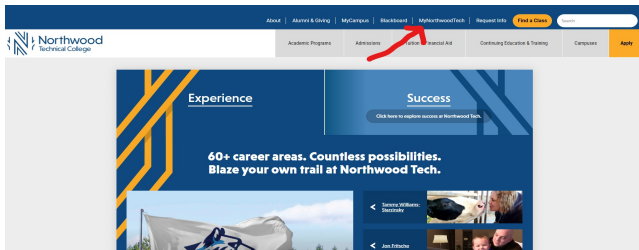
How to Register for Classes

with MyNorthwoodTech Enrollment Shopping Cart

Follow the steps to access and utilize the Enrollment Shopping Cart.

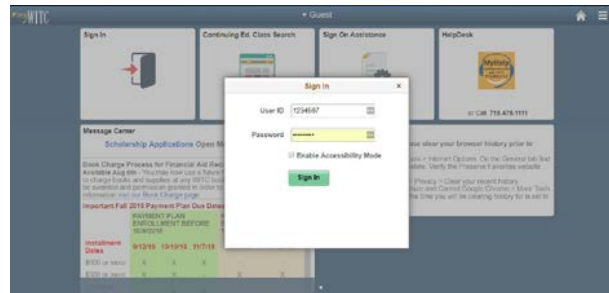
Step 1

Visit NorthwoodTech.edu, and go to **MyNorthwoodTech** located at the top of the screen.



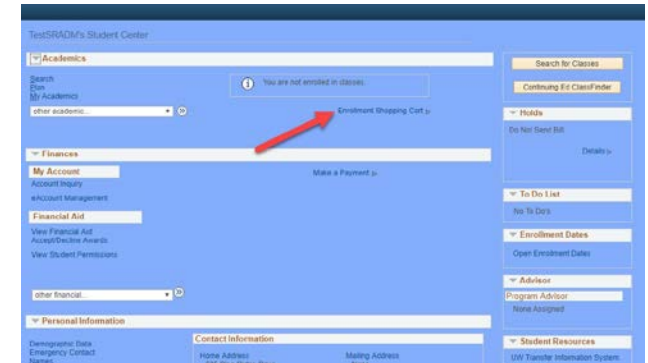
Step 3

Using your student ID and the password you have created, sign into your Student Center.



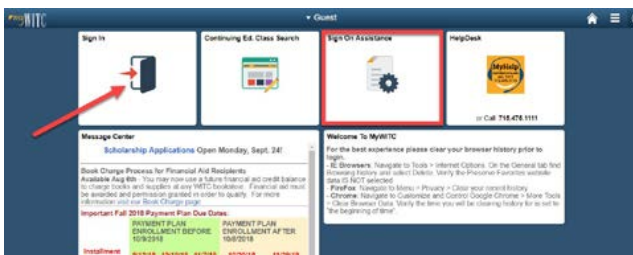
Step 5

Select the **Enrollment Shopping Cart**.



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.



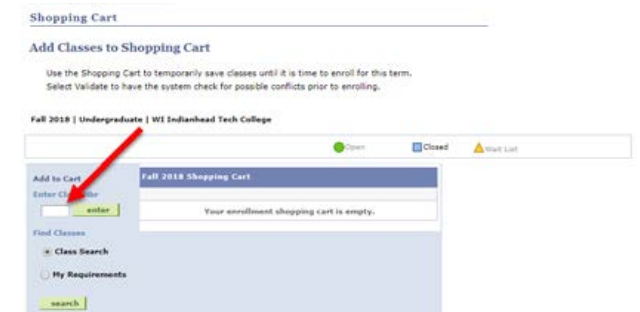
Step 4

Select the **Student Center** tile.



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:



NorthwoodTech.edu
800.243.9482

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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.

1. Select classes to add - Enrollment Preferences

Fall 2018 | Undergraduate | WI Indianhead Tech College
SOCSCIEN 10809198 - Intro to Psychology

Class Preferences

SOCSCIEN 10809198 - Lecture ● Open

Session: Eight Week - Second
Career: Undergraduate

Wait List ☐ Wait list if class is full

Permission Nbr:

Grading: Graded

Units: 3.00

Section	Component	Days & Times	Room	Instructor	Start/End Date
R101 Lecture		We 5:30PM - 8:20PM	122 ITV Lab Rice Lake	Stephanie Shuler	10/31/2018 - 12/19/2018

NOTES

Class Notes: This class is offered using WITC's Interactive Television (ITV) network. In an ITV class, your enrollment must be to the specific networked location and the network.

Step 8

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

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

✓ SOCSCIEN 10809198 has been added to your Shopping Cart.

Fall 2018 | Undergraduate | WI Indianhead Tech College

● Open ■ Closed ▲ Wait List

Add to Cart

Enter Class Nbr:

Find Classes

☒ Class Search

☐ My Requirements

For selected:

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	SOCSCIEN 10809198 - Intro to Psychology (Lecture)	We 5:30PM - 8:20PM	122 ITV Lab Rice Lake	S. Shuler	3.00	●

Step 9

Click the **Finish Enrolling** button to complete your enrollment.

Shopping Cart

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall 2018 | Undergraduate | WI Indianhead Tech College

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
SOCSCIEN 10809198-R101 (51742)	Intro to Psychology (Lecture)	We 5:30PM - 8:20PM	122 ITV Lab Rice Lake	S. Shuler	3.00	●

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.

TestSRADM ITC

Search Plan Enroll My Academics

Shopping Cart | **Course History**

My Course History

Select Display Option

☒ Hide courses from My Planner

☐ Show courses from My Planner

Sort results by: Then by:

✓ Taken ◆ Transferred ● In Progress

Course	Description	Term	Grade	Units	Status
SOCSCIEN 10809198	Intro to Psychology	Fall 2018		3.00	✓

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

**NorthwoodTech.edu
800.243.9482**