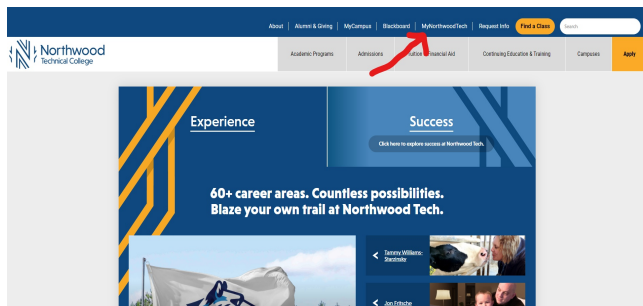# How to Register for Classes

with MyNorthwoodTech Search

Follow the steps to access and utilize the Enrollment Shopping Cart.
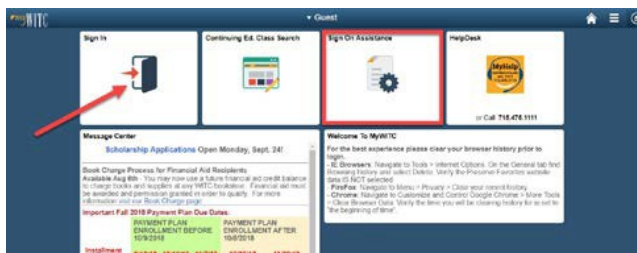
Step 1

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.
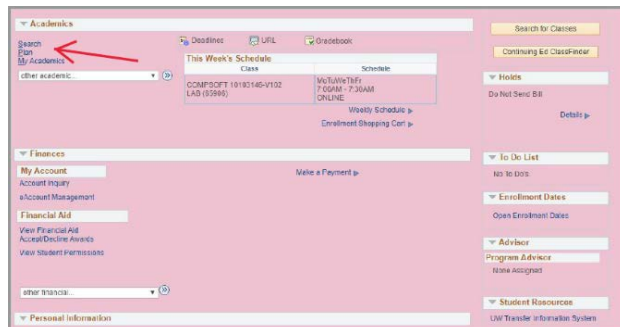

Step 4

Select the **Student Center** tile.

Step 5

Select the **Search**.

Step 6

Make sure to change the term to the upcoming term you are registering for.

The second arrow indicates where you can put the catalog number to search for the class.
The third arrow indicates where you can put the name of the class to use in a search.

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

All available classes will show. Make sure you select the right campus and type of class that will best fit your schedule.

A=Ashland Campus, N=New Richmond Campus, R=Rice Lake Campus, S=Superior Campus, V=Online

ITV courses can indicate the class be at one campus, but the room might show at multiple campuses.

The first section on the left shows which campus the course is at, the second section shows which room number on which campus the course is taking place. Remember, if it's ITV the two highlighted spots might not reflect the campus.

Step 8

Follow the prompts to select the class and add it to your shopping cart.

Step 9

In the middle of the screen, click on the Shopping Cart Link. This will take you to your shopping cart and will allow you to finish enrolling in your classes.

Step 10

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

Step 11

Click the Finish Enrolling button to complete your enrollment.

Step 12

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.**