

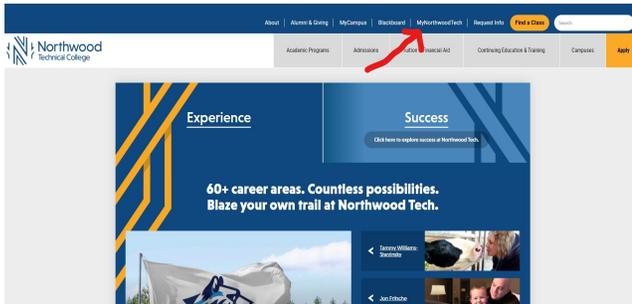
# How to Register for Classes

with MyNorthwoodTech Search

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

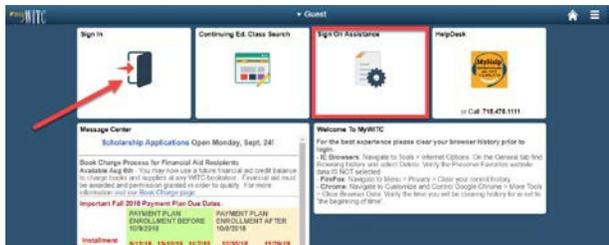
## Step 1

Visit [witc.edu](http://witc.edu), and go to **MyNorthwoodTech** located at the top of the screen.



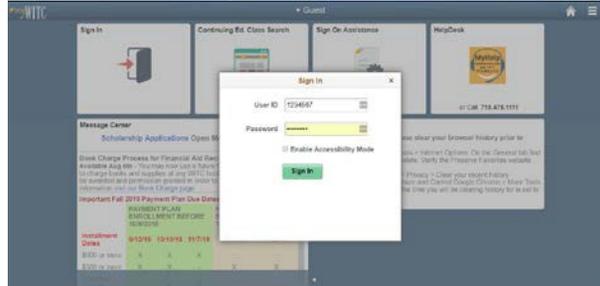
## Step 2

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.



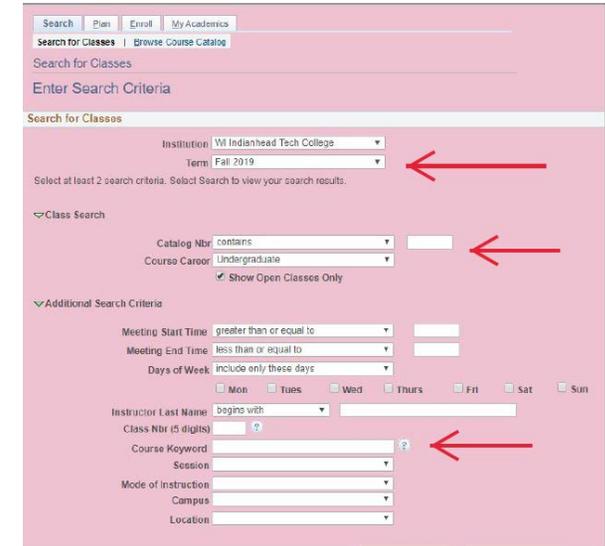
## Step 5

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.



**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

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
2296	A501-LEC	Fr 8:30AM - 11:20AM	233 Classroom Ashland	Connie Moltzow	01/24/2020 - 05/15/2020	●
2295	N501-LEC	We 12:30PM - 3:20PM	1201 General Classroom New Ric	Julie Buckman	01/22/2020 - 05/13/2020	●
2295	N502-LEC	Fr 8:30AM - 11:20AM	1210 Classroom New Rich	Julie Buckman	01/24/2020 - 05/15/2020	●
2295	R504-LEC	MoWe 3:30PM - 4:50PM	156 Classroom Rice Lake	Sally Dittloff	01/20/2020 - 05/13/2020	●
2295	R505-LEC	MoWe 10:00AM - 11:20AM	212 Classroom Rice Lake	Katrice Shuler	01/20/2020 - 05/13/2020	●
2295	S502-LEC	We 5:30AM - 11:20AM	301 Computer Lab Superior	Mark Langendorf	01/22/2020 - 05/13/2020	●
2295	V501-LEC	MoTuWeThFr 7:00AM - 7:30AM	ONLINE	Sally Dittloff	01/20/2020 - 05/15/2020	●
2295	V502-LEC	MoTuWeThFr 7:00AM - 7:30AM	ONLINE	Sally Dittloff	01/20/2020 - 05/15/2020	●
2296	V504-LEC	MoTuWeThFr 7:00AM - 7:30AM	ONLINE	Vladimir Kozubovsky	01/20/2020 - 05/15/2020	●
2295	V505-LEC	MoTuWeThFr 7:00AM - 7:30AM	ONLINE	Sally Dittloff	01/20/2020 - 05/15/2020	●

For questions, please contact your local Student Services office. Dial 800.243.9482 with the corresponding extension.

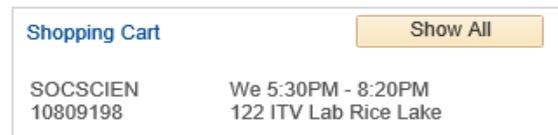
Ashland: 3188  
New Richmond: 4145  
Rice Lake: 5046  
Superior: 6282

## Step 8

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

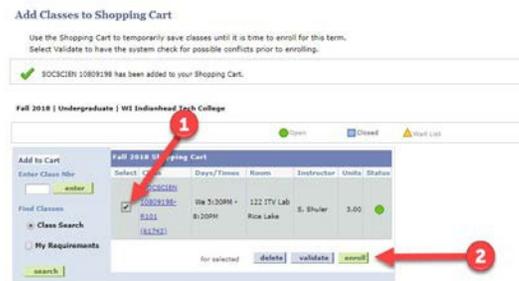
## Step 9

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



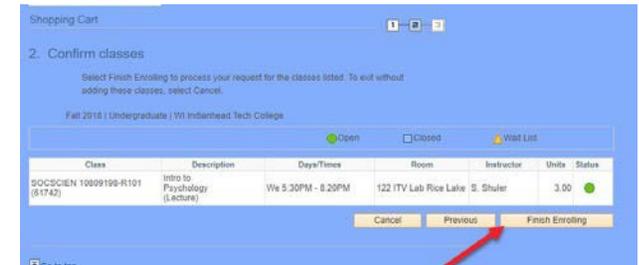
## Step 10

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.

