



Time to Register Tip Sheet

To determine when you can register, follow these steps:

1. Go to <http://neiuport.neiu.edu>.
2. Log in to NEIUport.
3. Click the Current Student tab.
4. Click Registration Status in the Registration Tools channel.
5. Select the term for which you want to register.
6. Scan the page to find your "Class for registration purposes." This information may display in different locations depending on what other information is listed.
7. Scroll down to the Earned Credit section and check the number of hours for your current level (Undergraduate or Graduate). You may need to add to get your current total hours (example: Add Undergraduate Institutional hours and Undergraduate Transfer hours).

Please Note: Credit hours for which you are currently enrolled do not count toward Earned Credit.

8. Click on the link to the NEIUport Registration Timetable at the top of the page. You will be taken to the Schedule of Classes.
9. Find the Timetable in the schedule. It will be located in the first few pages.
10. Locate your class (from Step 6) and the number of your earned credit hours (from Step 7) on the timetable to determine your start time.
11. To return to the Current Student tab, click Back to the Current Student Tab in the upper left corner.
12. To log out of the portal, click the Logout icon on the upper right.

Important Info: Once your "Time to Register" begins for a term, you may register or adjust your schedule through the last day of the registration period.