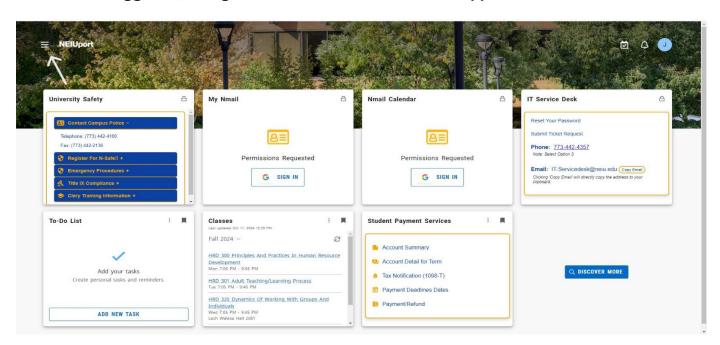


How to Register For Classes

1. Go to https://www.neiu.edu/neiuport and click "Login".

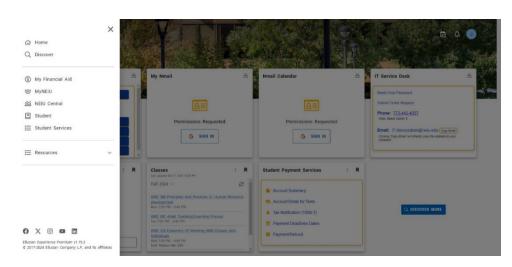


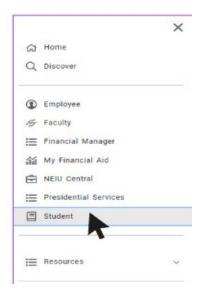
2. Once logged in, navigate to the menu located in the upper left corner:



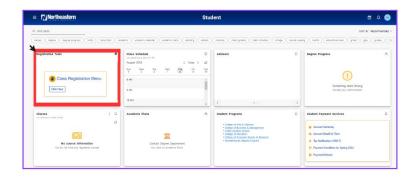


3. From the menu, select "Student":





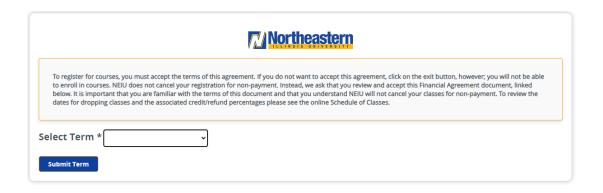
4. From the "Student" page, locate the Registration Tools card. Select "Click Here":



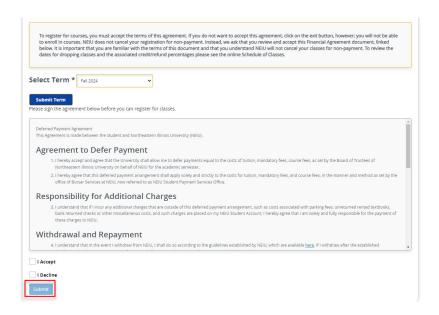




5. Once you select "Click Here" the Financial Agreement populates. Select the term, and then click "Submit Term."



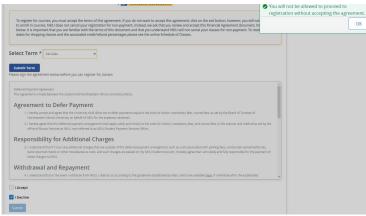
6. The "Terms of the Agreement" will appear. Please carefully read the content, select either "I Agree" or "I Decline" the terms, and then click "Submit."



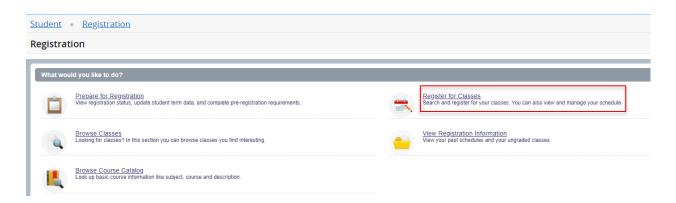
** Please note that, if you decline, you will not be able to register. **







7. If you agree to the Financial Agreement, the "Registration" page will populate where you will select "Register for Classes:"

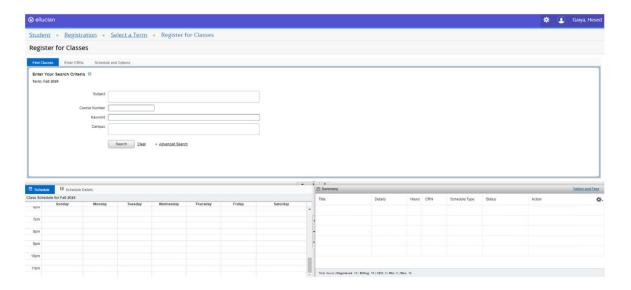


8. Select a term, then click "Continue."

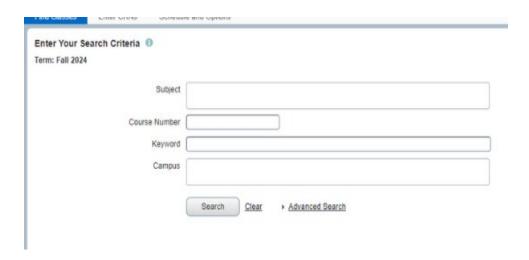




9. You will be taken to a full screen view, where you can enter your search criteria at the top.

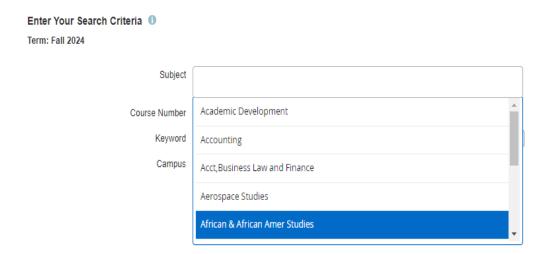


** This is a zoomed in view of the image above. **

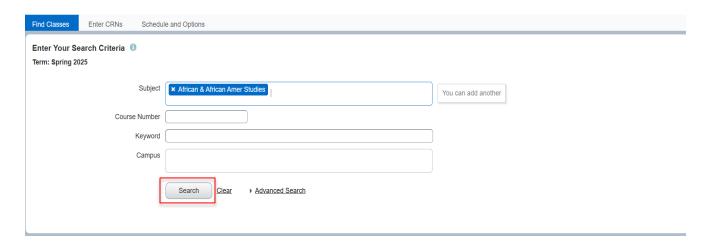


10. Click on subject and a list of class subjects will appear.





11. Once you have chosen a subject, click "Search."

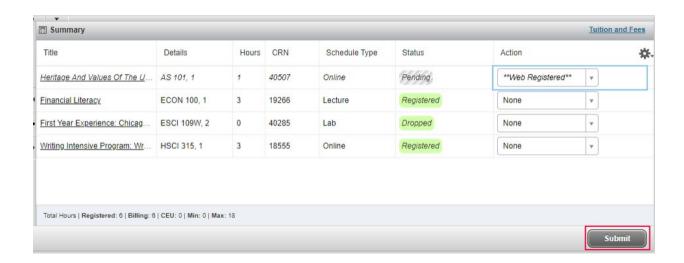


12. Once you choose a subject, you will see a list of available sections; click add to register for the desired section.





13. The "Summary" screen will show your new class status as "Pending." You must click "Submit" to finalize your choice:



14. If successful, the status of your "Pending" class will change to "Registered."

