To begin registration, log on to MyUTK (my.utk.edu) by using your username, which is your NETID (not ID #), and your NETID password.

To Search for Classes and/or Create a Schedule Plan

**STEP 1.**
Log into my.utk.edu and then click on the Add/Drop Classes link under the My Resources heading. (or select Add/Drop Classes under Top Links)

**STEP 2.**
Once in the registration system, click on the Browse Classes link on the right side of the menu to begin the process of searching for classes.

**STEP 3.**
Each time you look for courses or attempt to register, you must make sure you are looking for classes in the correct semester with this menu.

**STEP 4.**
Once you are in the correct semester, you can look up the classes by the department that teaches them. So, for example, if you want to take EF 151, you would look up Engineering Fundamentals as the subject and 151 as the course number.

If you wish to create a tentative plan for the whole semester, you can use the Plan Ahead feature. You MUST select VIEW SECTIONS, when viewing courses in the planner.

Under the Plan Ahead feature, you can create up to 3 plans per semester. You can give these unique names so that you can identify them later when you register.
To Register for Classes

STEP 1.
Log into the registration system and then click on the Register for Classes link to sign up for courses. It is important that you look up courses prior to registration because the Banner System enforces pre- and co-requisite requirements (see Search for classes). You must register for all co-requisite courses simultaneously. You can look the courses up individually, but we would encourage you to use the planning feature to ensure you have all the appropriate courses scheduled for your semester, especially if they have pre- and co-requisite requirements.

STEP 2.
Once you have created a semester plan (by using the planner), you can click on the tab that says Plans and add those classes to your schedule for the semester by selecting Add All. Once your plan has been added it will be listed at the bottom right of the screen. You will register for the courses by selecting Submit (this dialog box will be in the bottom right of your screen).

After successful submission of your courses, the registration system will show you that you are registered in your courses (lower right dialog box). You can also see how the courses work together during the week with the calendar box on the lower left of the screen.

Keep in mind that any course you look for in the registration system has further information about it that you can find by clicking on the underlined title hyperlink of the class. Another dialog box will appear and allow you to find information on the professor, the text book, and any pre- or co-requisite information on the class.