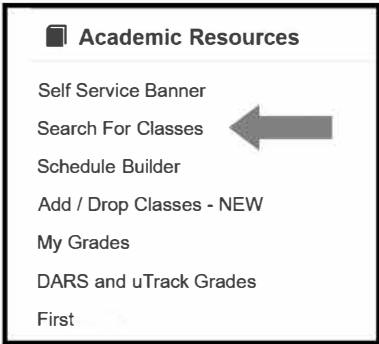


A QUICK REFERENCE FOR USING THE ONLINE REGISTRATION

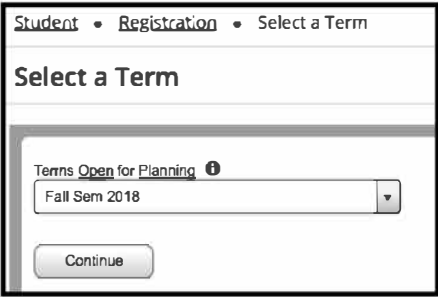
To begin registration, you need to log on to MyUTK (my.utk.edu), and then log in with your username, which is your NETID (not ID #), and your NETID password.

TO SEARCH FOR CLASSES and/or CREATE A SCHEDULE PLAN

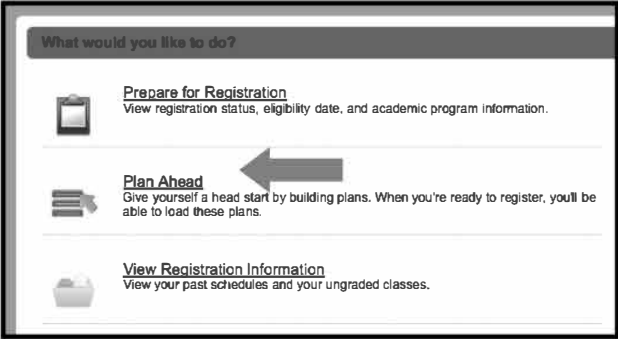
STEP 1—Log into my.utk.edu and then click on the **Search For Classes** link under the **Academic Resources** heading



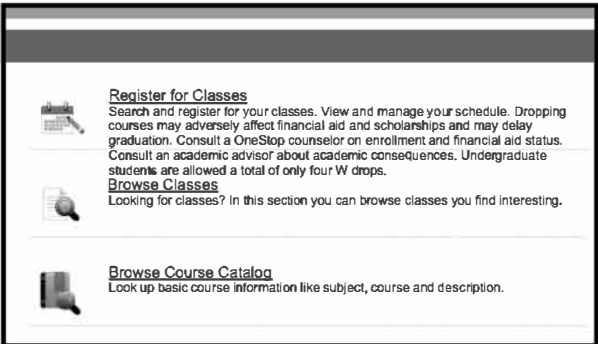
STEP 3—Each time you look for courses or attempt to register, you must make sure you are looking for classes in the correct semester with this menu.



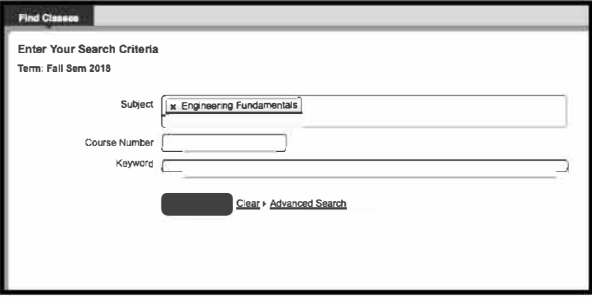
If you wish to create a tentative plan for the whole semester, you can use the **Plan Ahead** feature.



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 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.



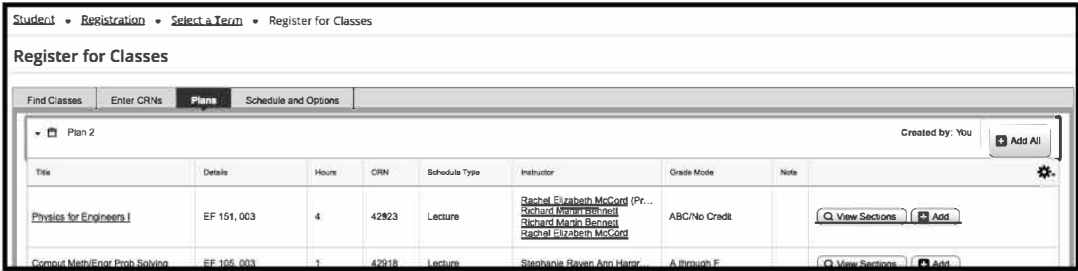
Under the **Plan Ahead** feature, you can create up to 5 plans per semester. You can give these unique names so that you identify them later when you register.



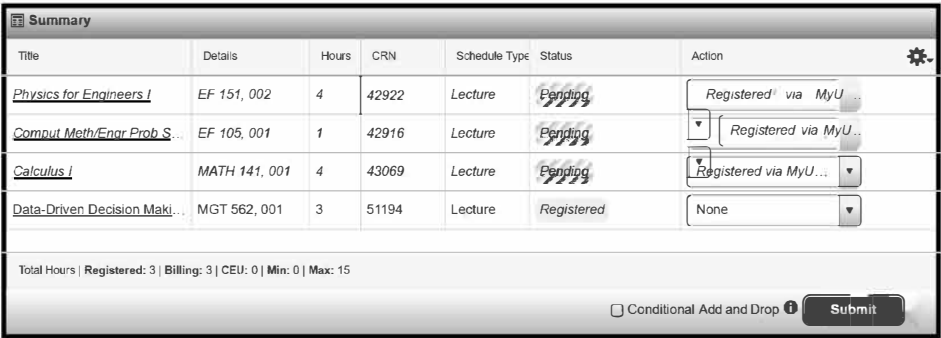
TO REGISTER FOR CLASSES

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 corequisite courses simultaneously.** You can either look the courses up individually, but we would encourage you to use the planning features in the search to make sure you have all the appropriate courses scheduled for your semester, especially if they have pre- and corequisite requirements.

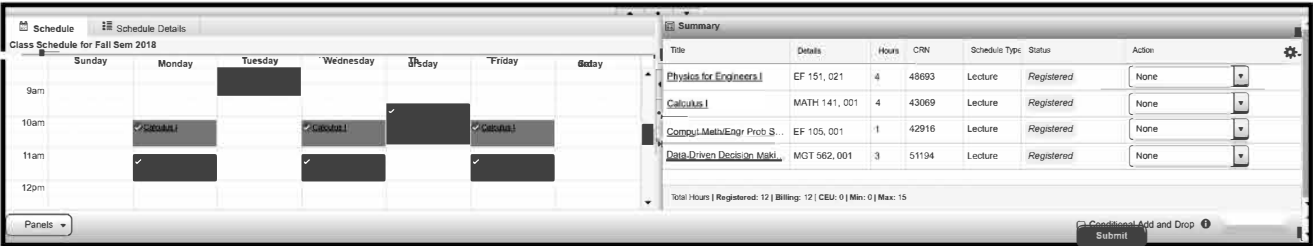
STEP 2—Once you have created a course plan, you can click on the tab that says **Plans** and add those classes to your schedule for the semester.



Once you have chosen the courses to be on your plan, you can submit those to you schedule for the semester (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.

