

Student Registration

Purpose: This document walks students through the process of registering for classes at each of our campuses and venues.

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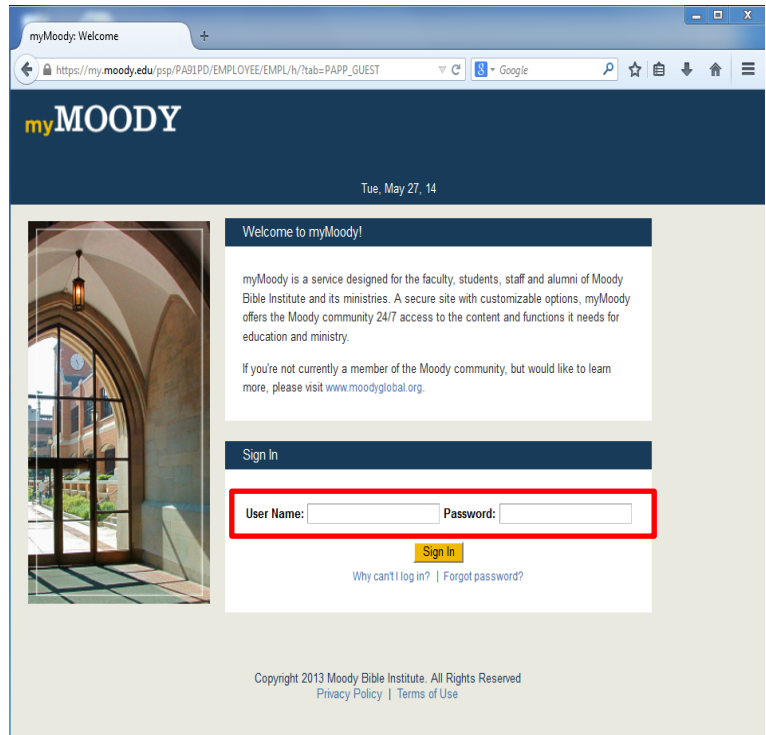
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1) The myMOODY Portal

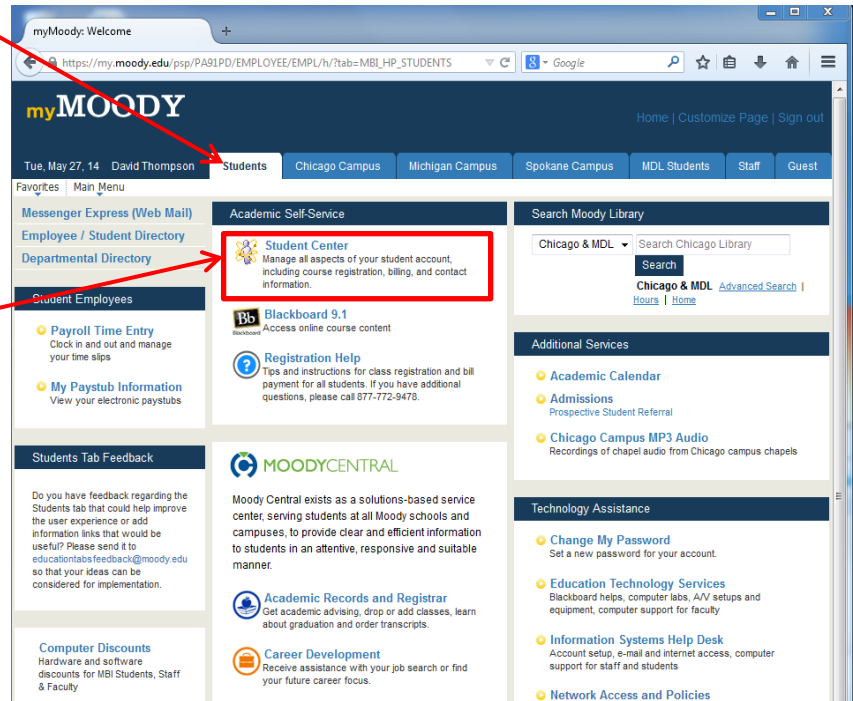
The myMOODY website (my.moody.edu) is your portal, or gateway, to Moody Bible Institute information. This portal provides specific information according to your role(s) at Moody (i.e. student, faculty, staff, alumni, or applicant).

1. Type your **User ID** and **Password** in the appropriate fields and click the **Sign In** button (see red highlighted box to the right).

If you do not know your User ID or Password, click the appropriate link below the sign in box for further instructions.



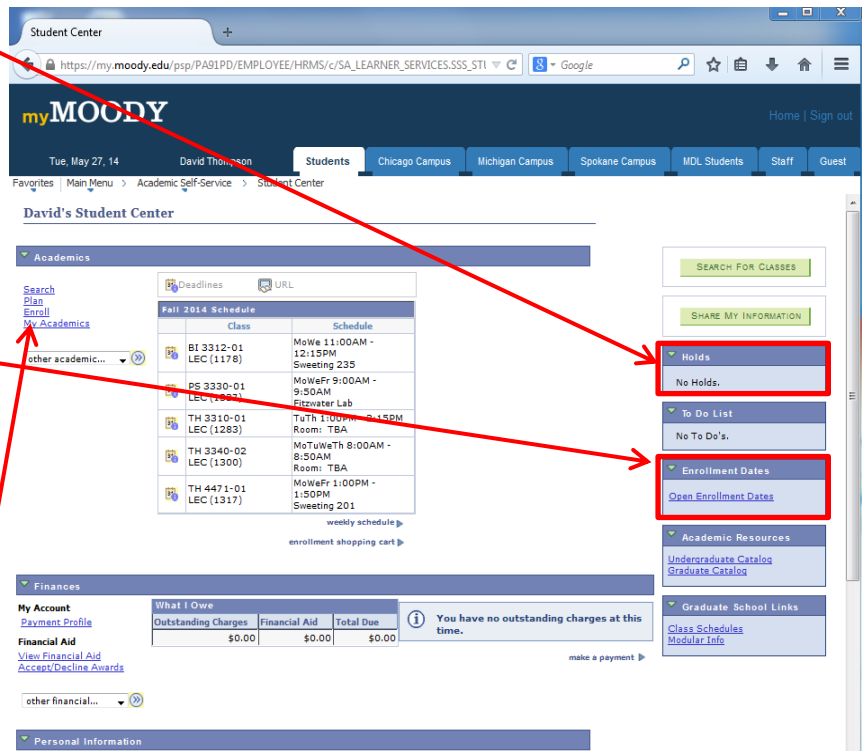
- After Logging in to the portal, click the **Students** tab. This page provides content specifically relevant to students.
- To begin the actual registration process, click on the **Student Center** (see red highlighted box to the right).



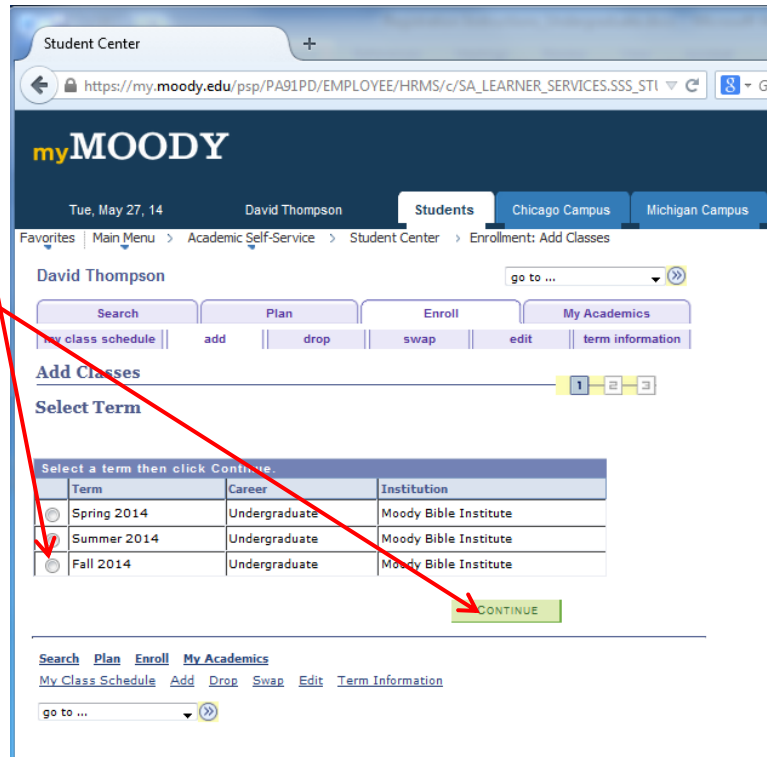
2) The Student Center

Within the Student Center, you can manage your school-related activities such as **Academics, Finances, Personal Information and Admissions.**

- Prior to Registration, verify that no holds exist on your account. If holds are listed, you will not be able to sign up for any classes.
- Check the **Enrollment Dates** to find your assigned preregistration time or to verify that registration is open for a specific semester.
- David does not have any holds, so he can proceed to enrollment by clicking the **Enroll** link.



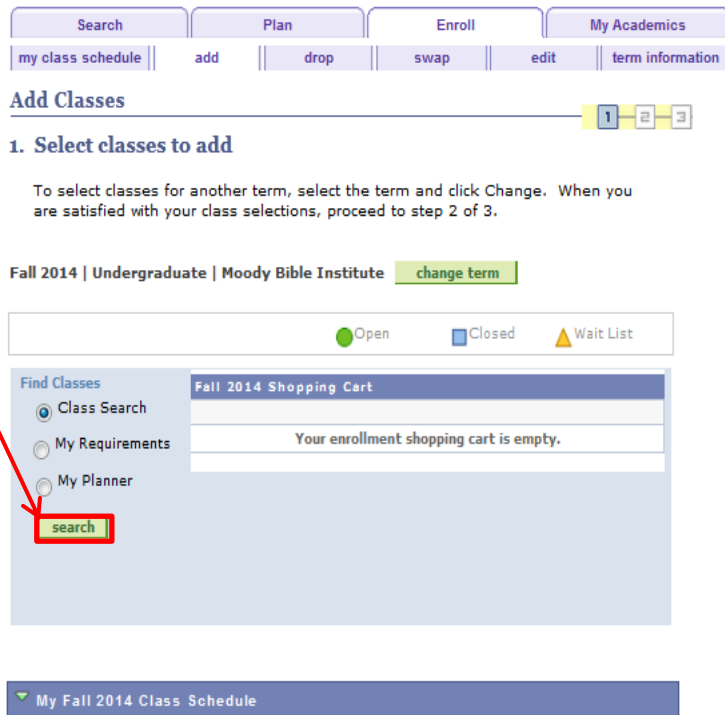
- On the next screen, select the term for which you want to enroll. (New students in their first semester may not need to select a term).
- Click the **CONTINUE** button



3) The Shopping Cart

The shopping cart allows you to build a list of classes you would like to take. When your shopping cart is ready, you can register for the classes all at once. The shopping cart is saved automatically, so you can log out and resume the registration process at a later time. *The shopping cart is available at any time, so you can start building a tentative schedule before registration actually opens*

- To add a class to your shopping cart, click the **search** button.



2. On the search screen, provide details about the type of class you would like to add. *Pay special attention to select the correct campus!*
 - i. **Chicago, IL Campus** is for Chicago campus classes
 - ii. **Spokane, WA Campus** is for Spokane campus classes
 - iii. **Plymouth, MI Campus** is for Plymouth campus classes
 - iv. **Online** is for Online classes
 - v. **Online Self-Paced** is for online self-paced classes
 - vi. **Independent Studies** is for independent studies - print classes
 - vii. **Northeast Extension Sites** is for Ohio extension site classes
 - viii. **Northcentral Extension Site** is for Chicago extension site classes

The screenshot shows the 'Add Classes' search interface. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes' with a page indicator '1'. Below this is the 'Enter Search Criteria' section, which includes a 'Search for Classes' box. Inside this box, there are several search criteria: 'Campus' (dropdown), 'Course Keyword' (text input), 'Course Subject' (dropdown), 'Course Number' (dropdown with 'is exactly' selected), 'Class Nbr' (text input), and 'Course Career' (dropdown). A 'Show Open Classes Only' checkbox is also present. At the bottom of the search box are 'Return to Add Classes', 'CLEAR', and 'SEARCH' buttons. Red arrows from the text above point to the 'Campus' and 'Course Career' dropdown menus.

b. **Course Career:** Specify Undergraduate or Graduate

Class Search Filters: Use the following filters to help you find the class you're looking for.

Course Keyword: best if used with single keywords, eg: **Principles** when looking for Principles of Lifetime Fitness

Course Subject: Choose the specific subject area of your class.

Course Number: four digit number assigned to each class; eg: 1110 for the Church and its Doctrines

This is a detailed view of the search criteria form. It includes the same search criteria as the previous screenshot: 'Campus', 'Course Keyword', 'Course Subject', 'Course Number' (with 'is exactly' selected), 'Class Nbr', and 'Course Career'. There is also a 'Show Open Classes Only' checkbox. At the bottom are 'Return to Add Classes', 'CLEAR', and 'SEARCH' buttons. Red arrows from the text above point to the 'Course Keyword', 'Course Subject', and 'Course Number' fields. A red arrow from the text below points to the 'SEARCH' button.

3. Once your criteria are set, click the **SEARCH** button.

- Scroll through the search results to find the specific class you would like to add, then click the **select class** button.

Notice the **Open** and **Closed** icons. Classes are marked with these icons to help you quickly determine current class availability. (Moody does not utilize the **Wait List** feature)

Multiple sections of the same class are listed under the same class title.

Return to Add Classes

NEW SEARCH MODIFY SEARCH

5 class section(s) found

MS 1103 - Christian Missions						
Description	Class	Section	Days & Times	Room	Instructor	Status
	1637	02-LEC 16_Week	MoWeFr 1:00PM - 1:50PM	Sweeting 233	Mary Cloutier	Open select
	1638	03-LEC 16_Week	MoWeFr 9:00AM - 9:50AM	Sweeting 233	Mary Cloutier	Open select
	1652	04-LEC 16_Week	MoWeFr 12:00PM - 12:50PM	Sweeting 219	Samuel E. Naaman, Samuel Naaman	Open select
	1653	05-LEC 16_Week	MoWeFr 8:00AM - 8:50AM	Sweeting 219	Samuel E. Naaman, Samuel Naaman	Closed select
	1658	06-LEC 16_Week	MoWeFr 11:00AM - 11:50AM	Sweeting 201	Kyeong-Sook Park, Kyeong-Sook Park	Open select

- The next screen displays the class details. Verify that the details are correct, and click **NEXT** to select this class.

1. Select classes to add - Enrollment Preferences

Fall 2014 | Undergraduate | Moody Bible Institute

MS 1103 - Christian Missions

Class Preferences

MS 1103-01 Lecture **Open** Grading Graded

Units 3.00

Session 16 Week

Career Undergraduate

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 8:00AM - 8:50AM	TBA	Samuel Naaman	08/25/2014 - 12/12/2014

6. You are now back at the Shopping Cart. This screen verifies the addition of the class to the Shopping Cart. From this screen, you can either search for more classes to add or proceed to Step 2 to complete registration.

If registration is open and you are ready to complete the process, click

PROCEED TO STEP 2 OF 3. Otherwise, you can

log out and return to your shopping cart to complete registration later.

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ MS 1103 has been added to your Shopping Cart.

Fall 2014 | Undergraduate | Moody Bible Institute change term

● Open ■ Closed ▲ Wait List

Find Classes

Class Search
 My Requirements
 My Planner

search

Fall 2014 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑️	MS 1103-01 (1075)	MoWeFr 8:00AM - 8:50AM	TBA	S. Naaman	3.00	●

PROCEED TO STEP 2 OF 3

7. The next enrollment step is to confirm the selection of classes that are currently in your Shopping Cart. If everything is correct, click **FINISH ENROLLING**. Otherwise you can return to the previous screen to make adjustments.

NOTE: Be sure to

review the status of each course before completing registration. It is possible that the courses may have closed while they were in your shopping cart.

Search
Plan
Enroll
My Academics

my class schedule
add
drop
swap
edit
term information

Add Classes 1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2014 | Undergraduate | Moody Bible Institute

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
MS 1103-01 (1075)	Christian Missions (Lecture)	MoWeFr 8:00AM - 8:50AM	TBA	S. Naaman	3.00	●

CANCEL
PREVIOUS
FINISH ENROLLING

8. The final enrollment step is to review the classes that you have selected making sure that you have been properly registered. **Classes that were successfully enrolled in will be marked with a green check mark.** Classes that could not be added will be marked with a red "X".

The screenshot shows the 'Add Classes' interface. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are links: my class schedule, add, drop, swap, edit, and term information. The main heading is 'Add Classes' with a page indicator showing '1' of 3 pages. The section is titled '3. View results' and includes the text: 'View the following status report for enrollment confirmations and errors:'. Below this, it specifies 'Fall 2014 | Undergraduate | Moody Bible Institute'. There are two status indicators: a green checkmark for 'Success: enrolled' and a red 'X' for 'Error: unable to add class'. A table is displayed with the following data:

Class	Message	Status
LF 4400	Success: This class has been added to your schedule.	✓

Below the table are three buttons: MAKE A PAYMENT, MY CLASS SCHEDULE, and ADD ANOTHER CLASS. At the bottom, there are navigation tabs: Search, Plan, Enroll, My Academics, and a set of links: My Class Schedule, Add, Drop, Swap, Edit, Term Information. A 'go to ...' dropdown menu is also visible.

If there is a red "X" then an error message will appear stating the reason you were unable to add the class. If you are unable to determine the reason, you may call Academic Records for additional help.

9. Your registration is now complete. You may use the tabs across the top of the screen to review your schedule or to add and drop courses. **Should you encounter any trouble during this registration process, please feel free to contact the Academic Records Office at 312-329-2087.**