To begin the registration process, go to the myNEU Web portal, located at http://myneu.neu.edu.

Log in using your myNEU username and myNEU password.

If you have not used myNEU before, are having difficulty logging in, or forgot your password, click on the red links under the Login button.

To access course registration, click on the “Self-Service” tab at the top of the page.

Under the registrar section of the portal click “Course Registration (Fall 2009).”

After clicking on “Course Registration” you will be taken to the “Main Menu” screen. Click “Student” to advance to the next page.

From this screen, click “Registration” to view all available self-service options.
STEP THREE

- Select the “Add or Drop Classes” option.

STEP FOUR

- Here, you have two options.
  - Option #1: If you know the Course Reference Number (CRN) for the course that you would like to register for, simply type the CRN in the box provided and hit “Submit Changes.”
  - Option #2: If you want to search for classes being offered during the term you have selected, click on the “Class Search” button to proceed to the next page.

- Select the term you want to register for. All College of Professional Studies terms are designated with the “TERM YEAR CPS Quarter” designation.
STEP FOUR (cont’d)

Here, there are a variety of search options to help narrow your class search. Please note that you must select at least one “Subject” (you are able to select multiple subjects at once by utilizing the “Ctrl” key on your PC keyboard or the “Apple” key on your Mac keyboard).

After setting all of your search criteria, click “Class Search” to view the results at the bottom of the screen.

Please note, it is recommended that you select the appropriate course level that corresponds to the type of student you are.

STEP FIVE

The results of your course search are shown here, including the days and times the course is being offered. You can view detailed information about the course by clicking on the CRN (highlighted in blue text).

Check the box to the left of the course(s) and scroll to the bottom of the page. Click “Register” at the bottom of the screen to register for your selected courses.

If there are no registration restrictions for your course(s) you selected, you will be registered for your selected courses.

You may now return to the main menu to view other self-service options or log out of your myNEU account.