

How to Register for Classes Online

- 1) Go to <http://my.morningside.edu/>.
- 2) On the left side, click on CampusWeb (in the purple area).
- 3) Next, enter your account information, that is, your Login ID and PIN. (Your Login ID is your 7-digit student ID.) For example, Kelsey Xavier needs to log in. Her ID is 0365272 and her PIN is cob32mux.

Click on the “Login!” button. Note that her name appears below the logo. When you log in, your name will be there.

- 4) On the left side are a number of account options. To register, select My Registration near the bottom of the list of options.

5) Next, we need your current e-mail address. We recognize the fact that your e-mail contact information may change, particularly in the summer months. For now, please enter your **current** e-mail address. This is our way of communicating with you. You will enter it in twice for verification. Any e-mail address will work. (Make sure it is yours! ☺)

(If you ever change your e-mail address, please follow the instructions under step 8.)

Click on “continue” to advance to the next screen.

6) You will see two basic options now. You may either enter the course and section number you want or you may search from a list. Because of detailing you may not be aware of, we suggest that you search for the course and select from the presented list. So...let's focus our attention on “To search for a class to add, enter part or all of the search information and click 'Search'.”

Next to Department, click on the Choose Department drop down list. Although you will see many departments, there are only two choices that pertain to you: Education (EDUC) or Special Education (SPED). For this example, we will look for the course EDUC 522 Instructional Technology. Click on Education (EDUC). Click on Search.

All of the available Education courses (both undergraduate and graduate) will now be displayed by course number and section number. We will need to scroll down to the bottom in order to see EDUC 522.

We now see six listings for EDUC 522. Click on the “add” button on the far right side of this row that pertains to your section. (Let's pick 073 Council Bluffs.)

You may search for and add additional courses here (by repeating step 6). (Note: If the course you are searching for has multiple sections, pick the location that is appropriate for you.)

When you have chosen all of the courses you want, click on the “submit” button.

You should now see a confirmation page. (It is possible that you may see an error as a result of owing a balance or not being in the program. Please call us if this is the case.)

7) To view your current schedule, please select My Schedule on the left side.

If you want to make changes, you will need to go back to My Registration to drop courses, add courses, or change sections. We know that people make inadvertent errors or change their mind. Changes in registration can be made online through August 23, 2009. Your registration will be processed as you have submitted it and you will be billed after the beginning of the term.

8) You need to keep your e-mail address current so we may relay important information to you about your classes or other matters. To update your e-mail address, click on My Address on the left side.

Click on the "Select" button.

Under Email Address, delete your old information and insert your new e-mail address. Click on the "Submit" button. You will then see a confirmation screen. When you are finished registering, be sure to click on the Logout option on the screen.