



## Registration Instructions

### Access the Registration Portal through [MyNortheast](#)

1. Go to Northeast Homepage and select “[MyNortheast](#)” from the top right menu.
2. Login using your SSO (Single Sign-on) and authenticate your identity using the Okta Verify push notification or sms text code.
3. Now that you are in the TigerOne Portal, choose “Registration and Planning” from the left menu.
4. Select “Register for Classes”.
5. If you have met with your advisor and created a draft schedule, choose “Register for Classes”. If you need to search for classes, choose “Browse Classes.”
6. Choose the Term Open for Registration.
7. Enter your Alternate PIN – this is obtained from your advisor.

### Register for Classes

On the registration page, you have 3 options for adding classes:

1. Find classes – use this to search for your class if you don’t know the CRN.
2. Enter CRN – use this tab if you already have the CRNs for your classes – the CRN is likely listed on the scheduling template provided by your advisor.
3. Plans – use this tab if you worked with your advisor to create a plan of classes.

- As you add classes to your schedule, you will see them populate in the “Class Schedule” box at the bottom left with day/time. You will also see them as a list in the “Summary” box at the bottom right. Notice they will say “pending.” – [Figure A](#)
- If you add a class by mistake or change your mind, you can remove the class by using the dropdown option in “Summary” beside each class.
- When you have your classes added to the schedule, select “**Submit**” at the bottom right. The “pending” status will change to “Registered”. – [Figure B](#)
- You may print your schedule from the TigerOne portal by choosing “Student Profile” -> “View Full Student Profile” -> “Print my Student Schedule” (\* be sure to change the Term at the top left to select the correct semester for printing. It will load the current semester by default. \*)

The screenshot shows the 'Register for Classes' page. At the top, there's a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below that, the 'Register for Classes' section has tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The search results show 69 classes for Spring 2020, with English as the subject. A table lists classes like 'English Composition I' (CRN 30146) and 'Intermediate Algebra' (CRN 31236). Below the search results, there's a 'Class Schedule for Spring 2020' grid and a 'Summary' table. The summary table shows the classes with a status of 'Pending'. A blue arrow points from a callout box to the 'Pending' status in the summary table.

Title	Details	Hour	CRN	Schedule	Status	Action
English Composition I	ENG 1113,...	3	30146	Lecture	Pending	**Web Regist
Intermediate Algebra	MAT 1233,...	3	31236	Lecture	Pending	**Web Regist

Figure A

Don't forget to click submit!

The screenshot shows the 'Register for Classes' page after successful registration. A green banner at the top says 'Save Successful'. The search results and class schedule grid are the same as in Figure A. However, the 'Summary' table now shows the classes with a status of 'Registered'. A blue arrow points from a callout box to the 'Registered' status in the summary table.

Title	Details	Hour	CRN	Schedule	Status	Action
English Composition I	ENG 1113,...	3	30146	Lecture	Registered	None
Intermediate Algebra	MAT 1233,...	3	31236	Lecture	Registered	None

Figure B