

Registration Instructions

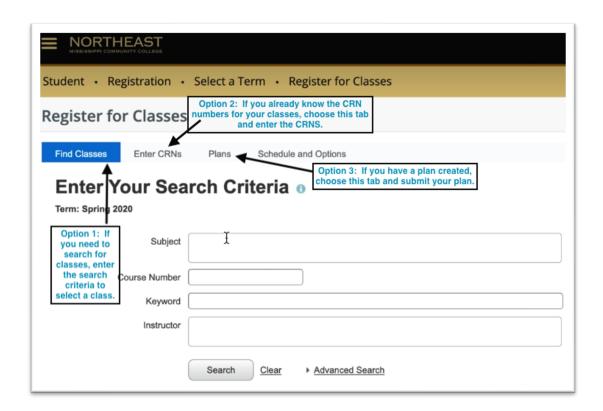
Access the Registration Portal through MyNortheast

- 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.



- 4. 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
- 5. 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.
- 6. When you have your classes added to the schedule, select "**Submit**" at the bottom right. The "pending" status will change to "Registered". Figure B
- 7. 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. *)

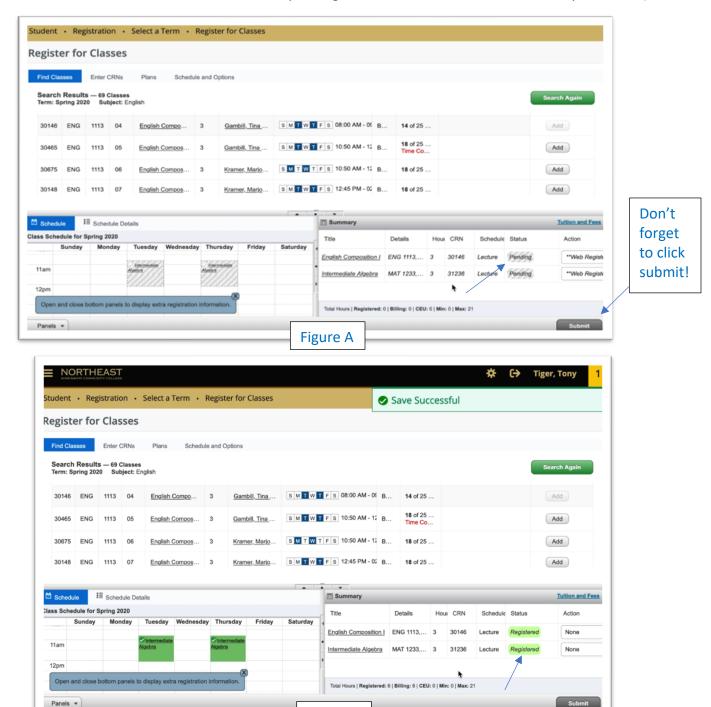


Figure B