

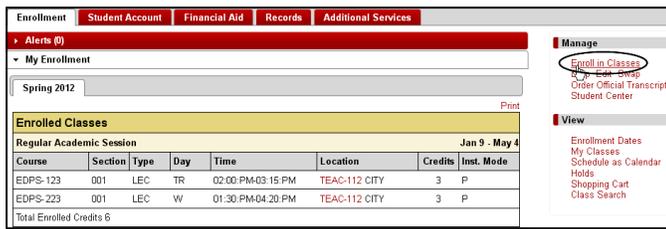


Understanding MyRED Registration

Registering for classes in **MyRED** is an easy process once you understand the components. Before starting the registration process log into **MyRED** (myred.unl.edu) using your NU ID and password that you set up through the **TrueYou** system.

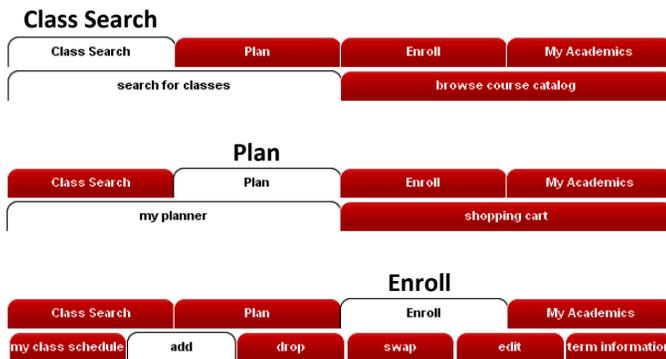
Navigate to the enrollment page

Click on **Enroll in Classes** under your "Enrollment" tab.



Familiarize Yourself with the Tabs

The **Class Search**, **Plan**, and **Enroll** tabs each play an important role in MyRED registration. These three tabs will almost always be one click away during the registration process. Each tab has a certain set of functions that will appear when the tab is selected.



"Class Search"

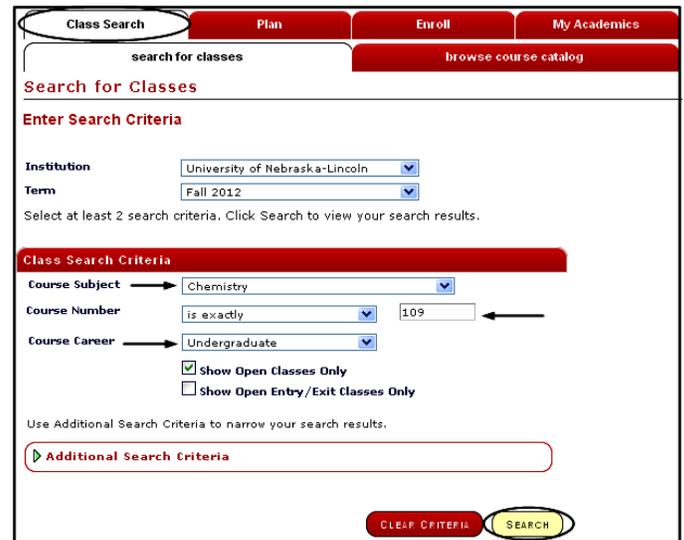


This tab has two functions: Search for Classes, and Browse Course Catalog.

-**Search for Classes** will be very useful during registration. This is where you search and select classes for enrollment. You must enter at least two search criteria to find a class. We

recommend that you specify a Course Subject (e.g. Marketing or Biology) and a Course Career (e.g. Undergraduate or Graduate) at a minimum. If you know the *exact* course number you want, enter that in the Course Number box.

Once you have entered your search criteria click the **Search** button. You will be presented with a list of all classes that meet your criteria.



-**Browse Course Catalog** allows you to see all of the current and past classes offered by UNL regardless of their availability for enrollment.

"Plan"



This tab takes you to two places: My Planner, and Shopping Cart.

-**My Planner** is a tool you can use to plan ahead in your academic career. If you know what classes you need to take for your program, you can search and add them to your planner. When you are ready to register, you can click on the course in your planner and it will take you directly to a list where you can add a specific section to your shopping cart.

-**Shopping Cart** is where you need to place your classes before you can enroll in them. When you find a section you want to enroll in while doing a class search, hit the **select** button and the course will be added to your shopping cart.

To navigate to your shopping cart, you can simply click on the **Plan** tab, then on the **Shopping Cart** function that appears below.



To either enroll in a course or remove it from your shopping cart, just click in the box next to the course and select the corresponding button.

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	CHEM 109-110 (2955)	GENERAL CHEMISTRY I (Lecture)	MoWeFr 8:30AM - 9:20AM	Hamilton Hall 110	R. Hartung	4.00	<input type="checkbox"/>
<input type="checkbox"/>	CHEM 109-115 (2958)	GENERAL CHEMISTRY I (Recitation)	Mo 9:30AM - 10:20AM	Bessey Hall 108	Staff		<input type="checkbox"/>
<input type="checkbox"/>	CHEM 109-404 (30354)	GENERAL CHEMISTRY I (Laboratory)	Fr 8:30AM - 11:20AM	Hamilton Hall 223	Staff		<input type="checkbox"/>

for selected:

“Enroll”



This tab has several useful functions: My Class Schedule, Add, Drop, Swap, Edit, and Term Information.

-**My Class Schedule** will show you what you are enrolled in including the times, location, instructor, and other related information.

-**Add** is the default screen that will begin your registration. It shows you your shopping cart and has a search function similar to **Search for Classes**, but will take you back to your shopping cart each time you make a course selection.

Add to Cart: **Fall 2012 Shopping Cart**

Enter Class Nbr:

Find Classes:

Your enrollment shopping cart is empty.

Important Tip – for a faster, more efficient class search, many choose to use the **Search for Classes** function under **Class Search** to skip the step of coming back to the shopping cart each time they select a class.

-**Drop** allows you to drop classes you are enrolled in. Just select the class or classes that you wish to drop by checking the selection box next to each class and click the **Drop Selected Classes** button.

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Summer 2012 | Graduate | University of Nebraska-Lincoln

Enrolled Dropped

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	CHEM 109-510 (2615)	GENERAL CHEMISTRY I (Lecture)	MoTuWeThFr 9:15AM - 10:50AM	Hamilton Hall 110	J. Kautz	4.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CHEM 109-513 (2617)	GENERAL CHEMISTRY I (Recitation)	MoWeTh 12:30PM - 1:20PM	Hamilton Hall 112	Staff		<input checked="" type="checkbox"/>
<input type="checkbox"/>	CHEM 109-523 (2620)	GENERAL CHEMISTRY I (Laboratory)	MoWeTh 1:30PM - 4:20PM	Hamilton Hall 222	Staff		<input checked="" type="checkbox"/>

NOTE: For classes with associated labs, only the lecture may be selected. When you drop the lecture, the associated lab will be dropped at the same time

-**Swap** allows you to swap a currently enrolled class for a different one.

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Summer 2012 | Graduate | University of Nebraska-Lincoln

Swap This Class

Select from your schedule: CHEM 109: GENERAL CHEMISTRY I

With This Class

Search for Class:

Select from Shopping Cart:

Enter Class Nbr:

The advantage of using this function is that if the swap does not succeed, it does not drop your original class.

-**Edit** allows you to change something about one of your classes without dropping it.

Edit Class Enrollment Options

1. Select a class to edit

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

Summer 2012 | Graduate | University of Nebraska-Lincoln

Classes you are allowed to edit

Select from your schedule: CHEM 109: GENERAL CHEMISTRY I

You can edit:

- components of a course with a lab, etc.
- credit hours (when applicable)
- grading option (not applicable for NCTA)

-**Term Information** displays enrollment limits and dates for the term you have selected.