a. **Login using your user name and password provided in email.**

b. **Click Add/Drop Courses**
c. Click “Show All Terms” Box.

d. Click down arrow and highlight “Fall Session (AF 2013)”
e. Verify Student Program is “Undergraduate”

```
<table>
<thead>
<tr>
<th>Term: FALL SESSION (AF 2013) ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Show All Terms</td>
</tr>
<tr>
<td>□ Student: Undergraduate</td>
</tr>
</tbody>
</table>
```

f. Click second “Show all terms”. Verify Term is “Fall Session (AF 2013)"

```
<table>
<thead>
<tr>
<th>Term: FALL SESSION (AF 2013) ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Show All Terms</td>
</tr>
</tbody>
</table>
```

No Current Courses for the selected Term and Division.

You are currently registered for 0 credits.
g. **NOTE:** Do not change title or course code or type anything in the blank long boxes. These are NNU shorthanded titles and rarely match the module name as you know it.

h. Verify Department is “All”
i. Click “Search”

j. On the next screen, look for the course or courses you wish to register for in the “Name” section.
k. When you find your course(s), left click the mouse in the small check box.

1. Once you have checked the box in all of your courses you wish to take for this session, scroll to the bottom of the page and click the “Add Courses” button.
m. This will take you back to the search screen. However, this time, you will see your selected course(s) at the bottom of the page.

Paying for your course
Now, you are ready to pay for your course(s). NOTE: A balance will not appear on your account until 24 hours AFTER you register for course(s).

1. Click on “Pay Bill”.

2. Here is where you will find your current balance and also any outstanding balances.
3. Click on “Make Payment”.

4. Enter total balance in box. This is the amount you will be paying today.

   NOTE: The business office does not allow partial payments or payment plans for COS courses.
5. Click “Submit”.

6. Be prepared to enter your credit card number and Click “continue”.

7. Enter all of the data required to submit payment electronically on this screen. When you have entered all the required data, click continue and continue to follow the onscreen prompts. If you have any problems with the payment section of this process, please contact Sheila Bryant at 208-467-8010 or email her at businessoffice@nnu.edu.