How a Student Enrolls in Classes

Go to the Enrollment Tab in the top header.

The student will first need to search for classes and put them in their shopping cart by using the search or advanced search options:

(Using “Search” steps here – I have added using advanced class search instructions at the bottom of this document)
Enter bus (any subject) and it will pull up a list of bus courses to select from:

You can also search for a word, etc. within the course title. For example, here I searched for methods:
Click on the course you want and it will pull up more details on the course. Hover over the class information and click left mouse button to select this course and it will then be placed in your shopping cart:

Here you can see the courses that are in the shopping cart and the courses that the student is enrolled in. From here to enroll in the courses that are in the shopping cart, click the green “Checkout and Enroll” button:
This will bring up the courses with more details. Here you need to check the boxes beside green “Open” and then click the blue “Enroll Selected” button:

This brings them to the following message and they must click “I Understand” to continue:
The system is set up to have them validate their personal information every 6 months to catch updates at enrollment periods. They will need to update their information here or click “Continue”. Once they have done this, this box will not pop up again for 6 months.

Here the student will get their messages about success or failure enrolling in the courses and they should click Finished. Here is a success:
Here is a Failure with the message:

This will take you back to your shopping cart with the failure class still in your cart:
From your shopping cart, you have options in the drop down menu beside the course as below:

Here are options available from your Enrolled Classes in the drop down:
Click Advanced Class Search:

Select the search criteria you want to search by:
Your search results will appear. From here, if you click the blue section you can obtain more details on the course. Click Add to Cart to place the course in your shopping cart:

You would then follow the same instructions as above to complete enrollment into the courses you put in your shopping cart.