How to Create My Schedule

1. Log in to portal.

2. Click on the Academics/Career-Technical page icon.

3. Click on Create/Change My Schedule in the Registration portlet.

4. From the Registration menu, click on Create/Change My Schedule.

5. On the Select a Term page, select the term and enter your Alternate PIN (located on the Alternate Pin Report from student email or accessible from the Enroll Now page), then click Continue.

6. On the Find Classes tab, in the Enter Your Search Criteria panel (top), type or select your Subject, enter your Course Number, type or select your Campus (for eLearning classes, select Online Classes for your campus), then click Search. Note: Blank fields will display all available selections for that field.
7. The **Search Results** will be displayed. To select a course, click **Add** (far right). Watch for **Time Conflict!** messages. Note: ONLINE classes and TBA classes that have no meet times may show the **Time Conflict!** message, but will allow you to register for the course.

8. The course added will be displayed as **Pending** under **Status** in the **Summary** panel (bottom right). To register for the course, you must click **Submit**.

The **Status** of the course will be changed to **Registered** and will be displayed in color in the **Class Schedule** (bottom left). Watch for **Errors Preventing Registration** messages.

**Note:** Online classes will not be displayed on the schedule, but will be noted under **Schedule Details** (bottom left).

To **add** another class, click **Search Again** in the top panel and repeat process.
To drop a class, select **Drop on Web** from the **Action** box in the bottom right panel, then click **Submit**.

The **Status** of the course will be changed to **Deleted** and will be removed from the **Class Schedule**.

9. To print your schedule, click on **Schedule Options**, and click the print icon 📢.

The following will be displayed.

**NOTE**: For eLearning (online) classes that end in OOH, OOA, OOB, OOF, OOJ, OOK:

- After three (3) business days, log in to **MyHolmes** to check for **textbooks**.
- Click on **View My Schedule**
- Click on **Course**
- Click on **Bookstore link**
- Click on **Follett Bookstore**
- Log in to **Student Profile**