

# HOW TO REGISTER FOR CLASSES

## STEP 1

The screenshot shows the CSUF Portal home page. A red box labeled '1' points to the top right corner where a cube icon is circled. A red arrow points from this icon to a 'Quick Shortcut' sidebar on the right. Another red box labeled '2' points to the 'Titan Online' widget in the center, which contains a 'Student Homepage' icon circled in red. A red arrow points from this icon to a text box that says 'Click on Student Homepage (formerly Student Center)'. A 'Portal Message' banner is visible at the top left of the main content area.

## STEP 2

The screenshot shows the 'Student Homepage' for a user named Tuffy Titan at California State University, Fullerton. A red box labeled 'Click on the Manage Classes Tile' points to the 'Manage Classes' tile in the top row of the dashboard. The dashboard includes tiles for Academic Records, Financial Account, Financial Aid, Profile, Admission, Tasks, Training/Help, and Enroll in Direct Deposit. The 'Manage Classes' tile shows '2 Active Appointments'.

**STEP 3**

The screenshot shows the 'Student Homepage' navigation menu. The 'Class Search and Enroll' option is highlighted with a red box. A red callout box points to this option with the text: 'Click on Class Search and Enroll, then select the semester for which you want to enroll'. The main content area shows a list of semesters: 'Terms prior to Fall 2021', 'Terms on or after Fall 2021', 'Fall 2021', 'Winter 2022', and 'Spring 2022'.

**STEP 4**

The screenshot shows the 'Class Search and Enroll' page. The 'Spring 2022' semester is selected. The search field is highlighted with a red box and contains the text '21539'. A red callout box points to the search field with the text: 'Enter the 5-digit class number here. To find what class number you need to register for, please visit the Current Student webpage for your program. Click the arrows to go to the next page.' Below the search field, there are two expandable sections: 'Favorites' and 'Recently Viewed'.

# STEP 5

Class Search Results

View Search Results

1 Course with keyword: 21539

Open Classes

MGMT 339  
Managing Operations  
1 Option Available for Class Number 21539

You will see your class appear in the search results. Click on the class to go to the next page

# STEP 6

Course Information

Spring 2022

MGMT 339  
Managing Operations

★ Add to favorite courses

Course Information

Class Selection

Select a class option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Cal State Online Session 2	Lecture - 21539	02/28/2022 - 04/24/2022	To be announced	WEB Fully Online Instruction	Harold Fraser	Open Seats 90 of 90

You will see additional details about the class, including class dates and instructor. Click the right arrow to select the class and go to the next page.

# STEP 7

Class Search and Enroll

Spring 2022  
Undergraduate  
California State University, Fullerton

1 Review Class Selection  
Visited

2 Review and Submit  
Not Started

Step 1 of 2: Review Class Selection

You have selected  
MGMT 339 Managing Operations

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 21539	Cal State Online Session 2	02/28/2022 - 04/24/2022	To be Announced	Open Seats 90 of 90

Next >

Click Next

## STEP 8

**Step 2 of 2: Review and Submit**  
You have selected to add to your shopping cart

MGMT 339 Managing Operations

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 21539	Cal State Online Session 2	2/28/2022 - 04/24/2022	To be Announced	Open Seats 90 of 90

Are you sure you want to submit?

1. Click **Submit**  
2. Click **Yes** to confirm

## STEP 9

Class Search and Enroll

< Previous **Next** >

**Spring 2022**  
Undergraduate  
California State University, Fullerton

- 1 Review Class Selection Complete
- 2 Review Class Preferences Complete
- 3 Enroll or Add to Cart Visited**
- 4 Review and Submit Not Started

**Step 3 of 4: Enroll or Add to Cart**

Do you wish to enroll or add the class to your Shopping Cart?

Enroll

Add to Shopping Cart

Select **Add to Shopping Cart**, then click **Next**

# STEP 10

**When you are ready to enroll:**

1. Click on **Shopping Cart** from the left-hand menu
2. Check the boxes to select all of your classes
3. Click **Enroll**
4. Click **Yes** to confirm

Select	Availability	Class	De	Room	Instructor	Units	Seats	Preferences	
<input checked="" type="checkbox"/>	Open	Lecture - 21530 ANTH 304 Trad Cultures of World	Cal State Online Session 1	To be Announced	WEB Fully Online Instruction	B. Erickson	3.00	Open Seats 90 of 90	<a href="#">Change Preferences</a>
<input checked="" type="checkbox"/>	Open	Lecture - 21539 MGMT 339 Managing Operations	Cal State Online Session 2	To be Announced	WEB Fully Online Instruction	H. Fraser	3.00	Open Seats 90 of 90	<a href="#">Change Preferences</a>

Are you sure you want to enroll?

# STEP 11

**Confirmation**

This class has been added to your schedule.

California State University, Fullerton

**MGMT 339 - Managing Operations**

This class has been added to your schedule.

You will see a green check mark confirming your enrollment for each course