# Online Registration Tutorial

- Go to MyInfo by clicking on the MyInfo link on the www.concordia.edu homepage.

- **To find what courses are available for a particular term/semester**, first click on MyInfo and then click in "Class Schedule."

  Next, click on the arrow under "Search by Term" and select the desired term
  - Then select a "Subject" category (will need to click on this for each subject to find all course options available)
  - Campus: select your campus (i.e. "Main Campus", "Houston ADP", "University Center ADP", "Graduate Program Austin")
  - Course level: select the one that pertains to you
  - Then click on Class Search
  - The CRN number for each course is crucial for registration
    - Introduction to Literature – 2509 – ENG 1317
      - 2509 is the CRN for this section of Intro to Lit

- **To Register**, go back to the MyInfo homepage, and click on the "Enter Secured Area" link.

- Enter your CTX ID and PIN in the appropriate boxes.
  - Your CTX ID is your B #. **Remember that you must always use a capital "B"**
  - If you do not remember your CTX ID, visit the Registrar's Office or contact them via your ctx.edu email account. They will be able to provide it for you with proper identification.
  - Your MyInfo PIN is a 6-digit number. There are no letters or characters.
  - Contact the helpdesk@concordia.edu (512-313-HELP) if you do not know your PIN.
  - The first time you login to MyInfo, you are required to accept the FERPA compliance statement.
- Click on "Login"
- Click on "Student & Financial Aid".

- On the Student and Financial Aid page, select "Registration." The following page will appear:

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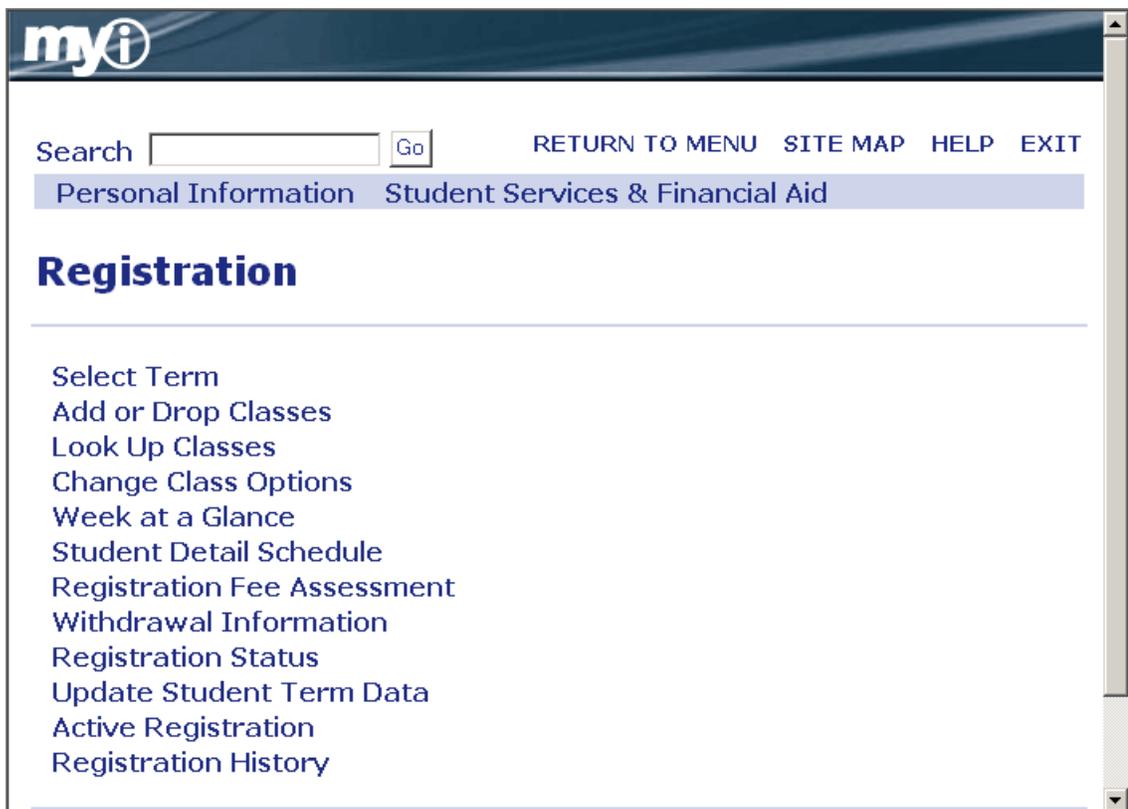
Select the term for which you are registering and click Submit.

- Select the "Add or Drop Classes"
  - Enter appropriate CRNs (a CRN is a 4-digit number) for each of the courses for which you are registering in the available boxes (one CRN per box).

- Upon completion of entering all of the appropriate CRNs, click "Submit Changes".
- Exit MyInfo

NOTES:

- If after clicking "Submit Changes" you receive a "pre-requisite error" message, you will need to register for another course. Only after you successfully complete the pre-requisite course here at CTX, or submit an official transcript from the college/university where you did complete the course (with a grade of C or better), will you be able to register for a course that has prerequisites.

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