0 7 . 1 1 . 2 0 2 3

1

Registration- EagleNET

Training Manual for Students

Prepared by

The Degree Completion Team

# Introduction

**When your registration day arrives, you can easily register into your courses if you have already scheduled them.**

Accessing *Registration*

# via EagleNET

You will need to ﬁrst access your EagleNET portal.

[Click here to access Eaglenet](https://reg-prod.ec.ewu.edu/StudentRegistrationSsb/ssb/registration/registration)



1. After logging into EagleNET with your SSO, select *Register for Classes* on the top right.



1. Choose the term you want to register for (I'm using Fall 2023 as an example). Then click *Continue.*



1. You will see *Plans tab,* click it.



1. You will see the options for every schedule you built. Identify the schedule you want and click the *Add All* button.



1. You will see the courses get added on the bottom right. The *Status* column will say *Pending*. You must click on the *Submit* button on the bottom right in order to register into the courses.



1. After clicking Submit, you will see the *Status* update. If it is *Green* and says *Registered*, you are all set. If you see anything in Red, please connect with your advisor to determine the issue.



Once you get the *Green Registered*

status, you are registered!!