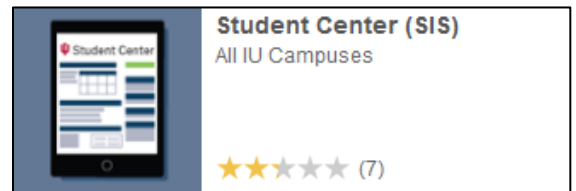


# Enrollment Instructions One.IU.edu

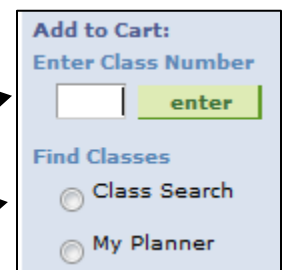
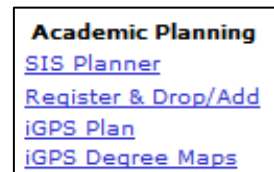
## Signing on:

1. Press Ctrl-Alt-Delete to begin.
2. Log on to the computer with your username and passphrase.
3. Connect to IUSB homepage: <https://www.iusb.edu/>. (Click on either the Chrome or the Firefox icon.)
4. Click on **One.IU** (at the bottom of the IUSB homepage) or type in <https://one.iu.edu/>.
5. Click **Sign in** at the top right corner of the page.
6. Enter your username and passphrase, then press enter.
7. In the One.IU search bar, type “Student Center.”
8. Click on the result “**Student Center (SIS).**” (This should take you to the Student Center homepage.)



## Registering for Classes:

1. See the  **Holds** box on the right side of the screen.
  - a. If you *do not* have a hold on your record, proceed to number 2.
  - b. If you *do* have a hold on your record, click “details” and contact the department that is indicated.
2. In the Academic section, click on **Register & Drop/Add.**
3. Select the term for which you are registering.
4. Check appropriate boxes for “Financial Agreement” and tax information. Click “Next.”
5. Update your address information if needed, otherwise continue.
6. IUSB Optional Services
  - a. Check appropriate boxes to add “EZ Deposit to your CrimsonCard”
  - b. Click “Next.”
7. If you know the class/section number, type it in the box and click “enter.”
  - a. If this is the correct course, click “Enroll Now.” Then select “Finish Enrolling.”
8. If you do not know the class/section numbers, select “Class Search.” It will open a new window for “Class Search.”



- a. Search for “Course Subject” and/or “Course Number.” You also can limit your search in a number of ways with other options on the search page. Click “Search.”
- b. Find the class that works best and click “Select Class.” Then click “Enroll Now.”
- c. Complete enrollment by clicking “**Finish Enrolling.**” In view results, you will see a message that says *success* in the status column. If the class is closed, you have an option of selecting *Wait List*.

Units	Status	Enroll Status	Waitlist?
3.00		Not Enrolled	
3.00		Not Enrolled	<input type="checkbox"/>
3.00		Not Enrolled	<input type="checkbox"/>
3.00		Not Enrolled	<input type="checkbox"/>

9. To view your class schedule, click on **My Class Schedule**. Select “List Views” or “Weekly Calendar.”
10. To add another class, click **Add** and repeat above steps for all other courses listed on your Registration Worksheet.



11. View/order text books.
12. Exit the Student Center by closing the web browser.
13. Log out of One.IU.

**Congratulations! You are officially registered for classes. Welcome to IUSB!**



#### ***Additional Suggestions***

- Check your schedule and IUSB email frequently for course changes and cancellations.
- For help with technology, call the Gateway Help Desk (574)520-5005.
- For help with course selection, call the CLAS Advising Center (574)520-4214.
- You can load the IU Mobile App on your smart phone for easy access to your IU electronic accounts.
- Financial Management Suggestions:
  - o Title IV Authorizations (this allows excess financial aid to automatically be applied to optional charges on your bursar bill.)
    - One.IU > Search for “Financial Aid Student Authorizations” > select > check appropriate box > click “Grant Authorizations.”
  - o Direct Deposit (this allows your financial aid refund to be directly deposited into your personal checking or saving account.)
    - One.IU > Search for “Direct Deposit of Bursar Refunds” > select > enter your “Bank Routing Number” and “Account Number” (found on your check.) > select “Update.”