

## Using Student Planner for Registration

Log into the Leo Information Portal, and then click on the first four items in the order presented below.

- Student Planning
- Plan and Schedule (right box at top of screen)
- Timeline (on gray bar)

When the drop box appears on the next screen, select the appropriate registration term. Then, do the following to continue your registration.

- Use the search box in the upper right corner to search for the first course for which you want to register. You may type in the course prefix and number (MAT-1313) or the course name (College Algebra).
- Use filters on the left side to select the appropriate campus and term. Other filters are also available, such as for preferred instructor.
- When the course appears, click on the brown bar for all sections to appear.
- Choose the section you prefer.
- Click on "Add Section to Schedule."
- On the next screen, click "Add to Schedule."
- Use the search box to repeat this process until you have selected all of your classes.
- When all classes are selected, go to the top bar and click "Plan and Schedule."
- Use the arrow (>) to get to the correct semester with the planned classes.
- The scheduled classes will appear in yellow blocks.
- Check to make sure the classes and times are correct and that you do not have any overlapping times.
- Click the register button in the upper right corner to register for all of the selected classes.
- The class blocks will turn green when the registration is complete.
- You may also click one class at a time to register if you want some of the classes to remain in the planning process.
- If the boxes do not turn green, look in the upper part of the screen for a statement regarding why you are unable to register.
- You may return to this screen to drop and add classes. Use the X in the box of the class you would like to delete.
- Follow the "Plan and Schedule" process for the classes you would like to add.

*(Revised-2022)*