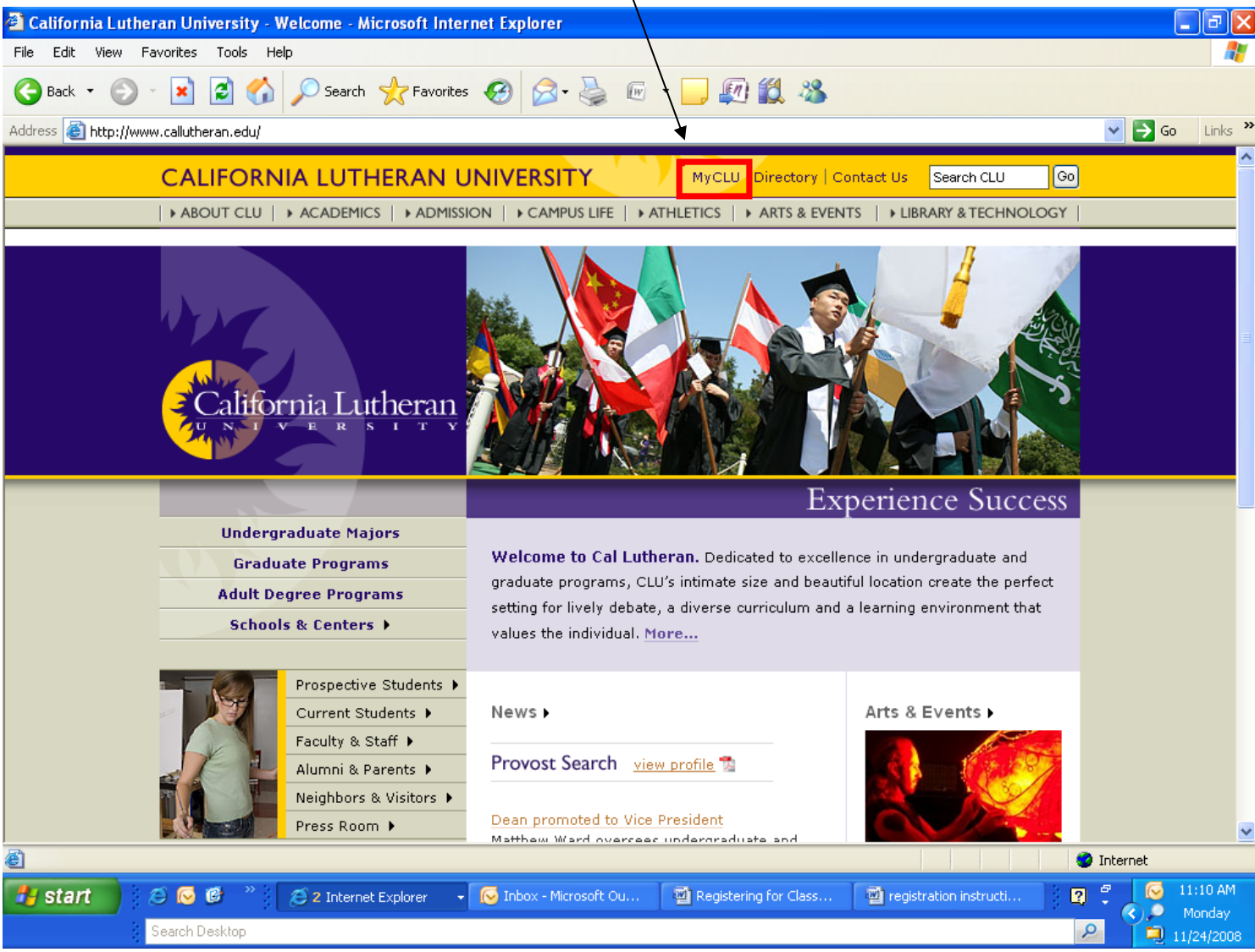
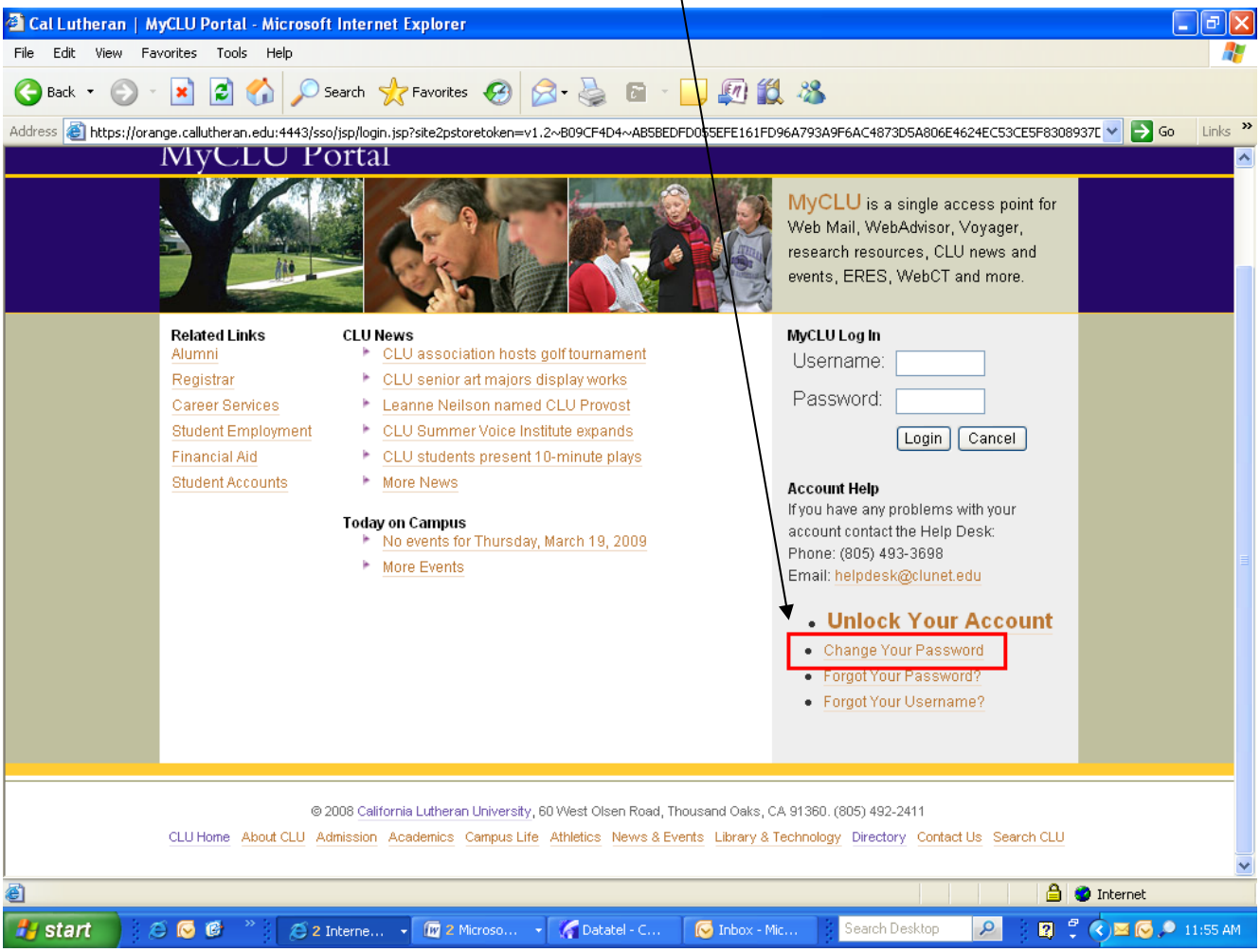
# **STEP 1:** Log onto the CLU homepage: www.callutheran.edu

- Click on *MyCLU* on the top of the CLU Homepage (boxed in red below)



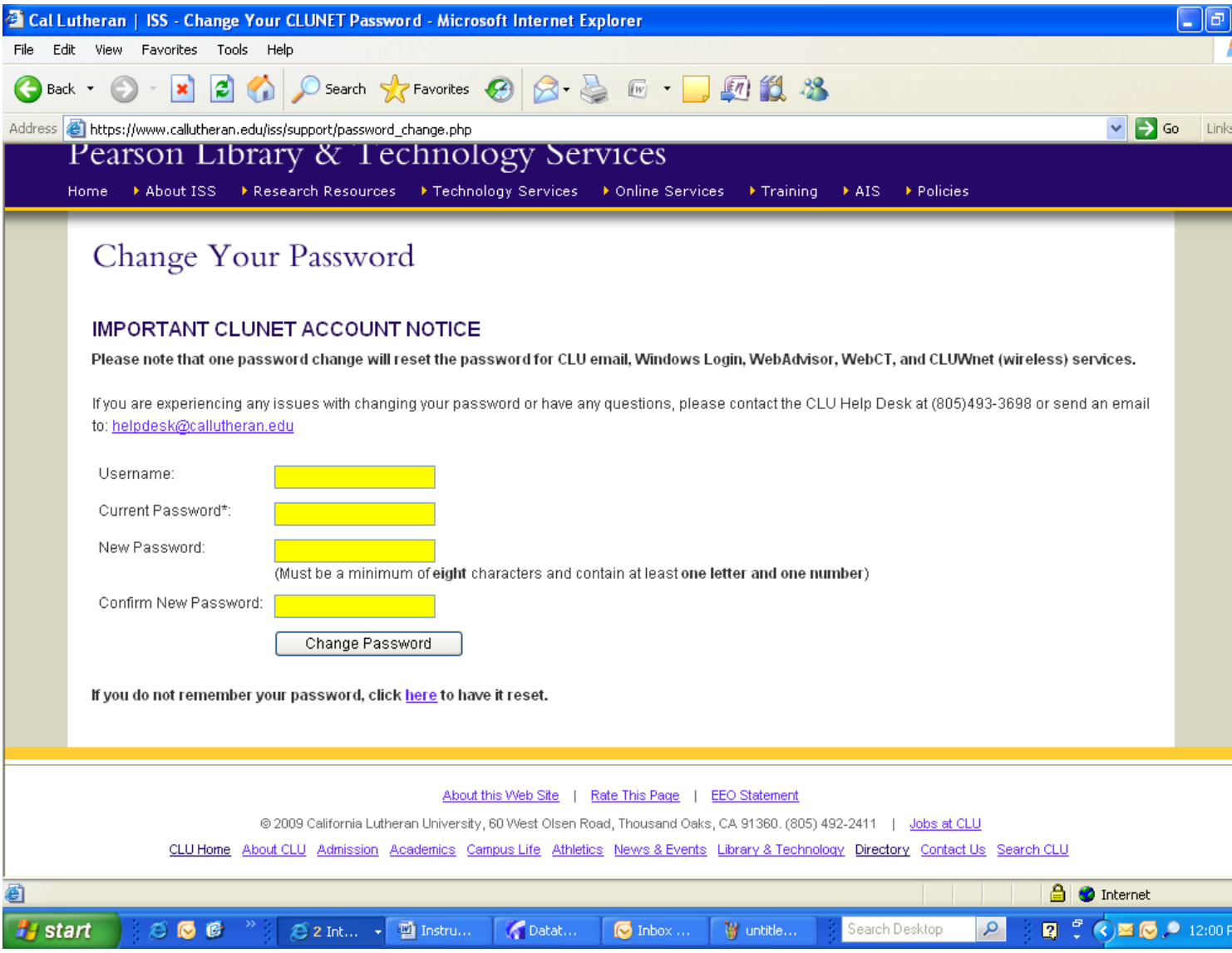
# **STEP 2:** Before you begin the registration process:

- For security purposes you will need to change your password
- Please refer to you admissions letter for your current password
- Click “Change Your Password”

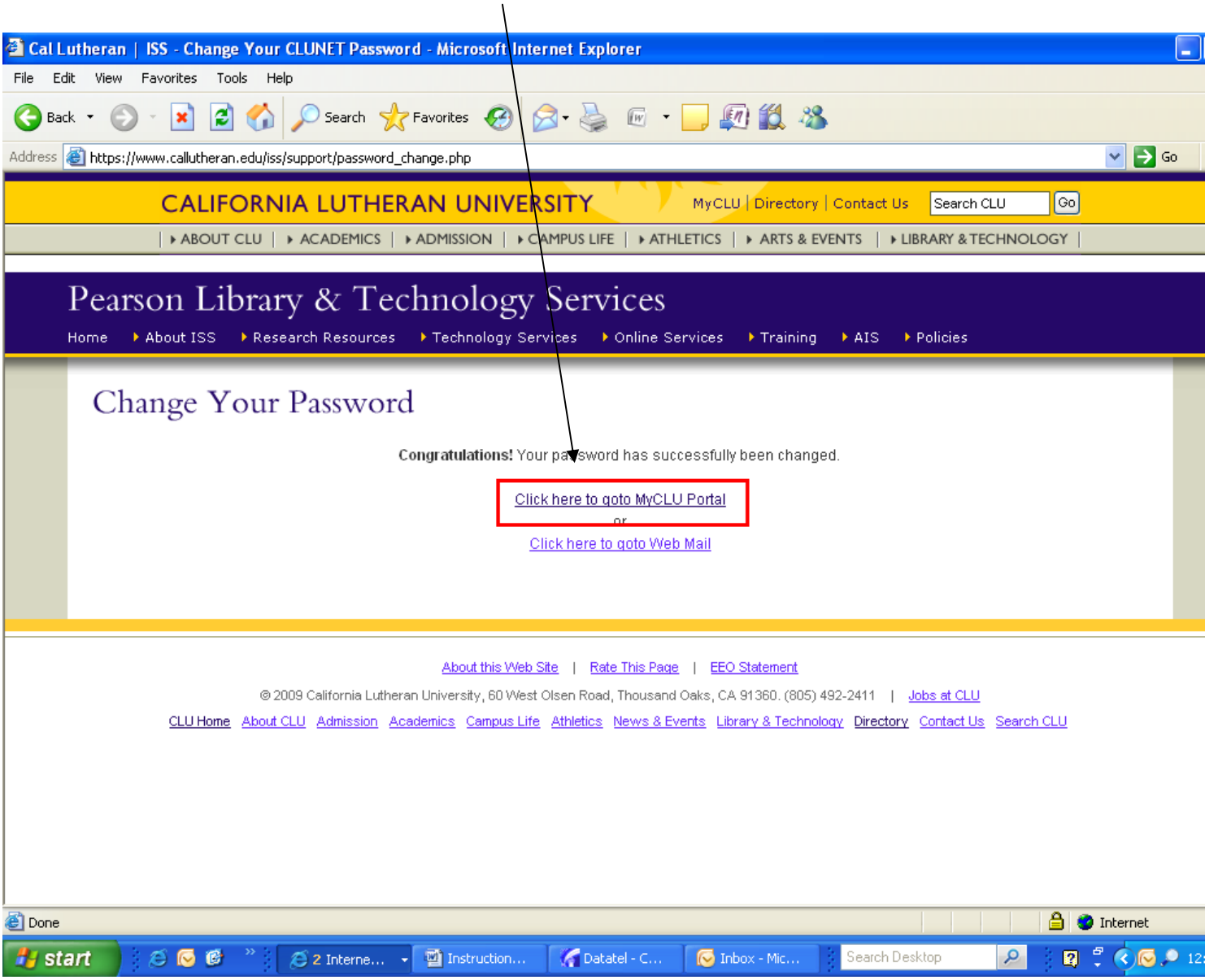


# You will change your password from this screen:

**Note:** Your **username** is the first part of your CLU e-mail address excluding the @callutheran.edu (i.e. if your e-mail address were jdoe@callutheran.edu, your username would be **jdoe**)

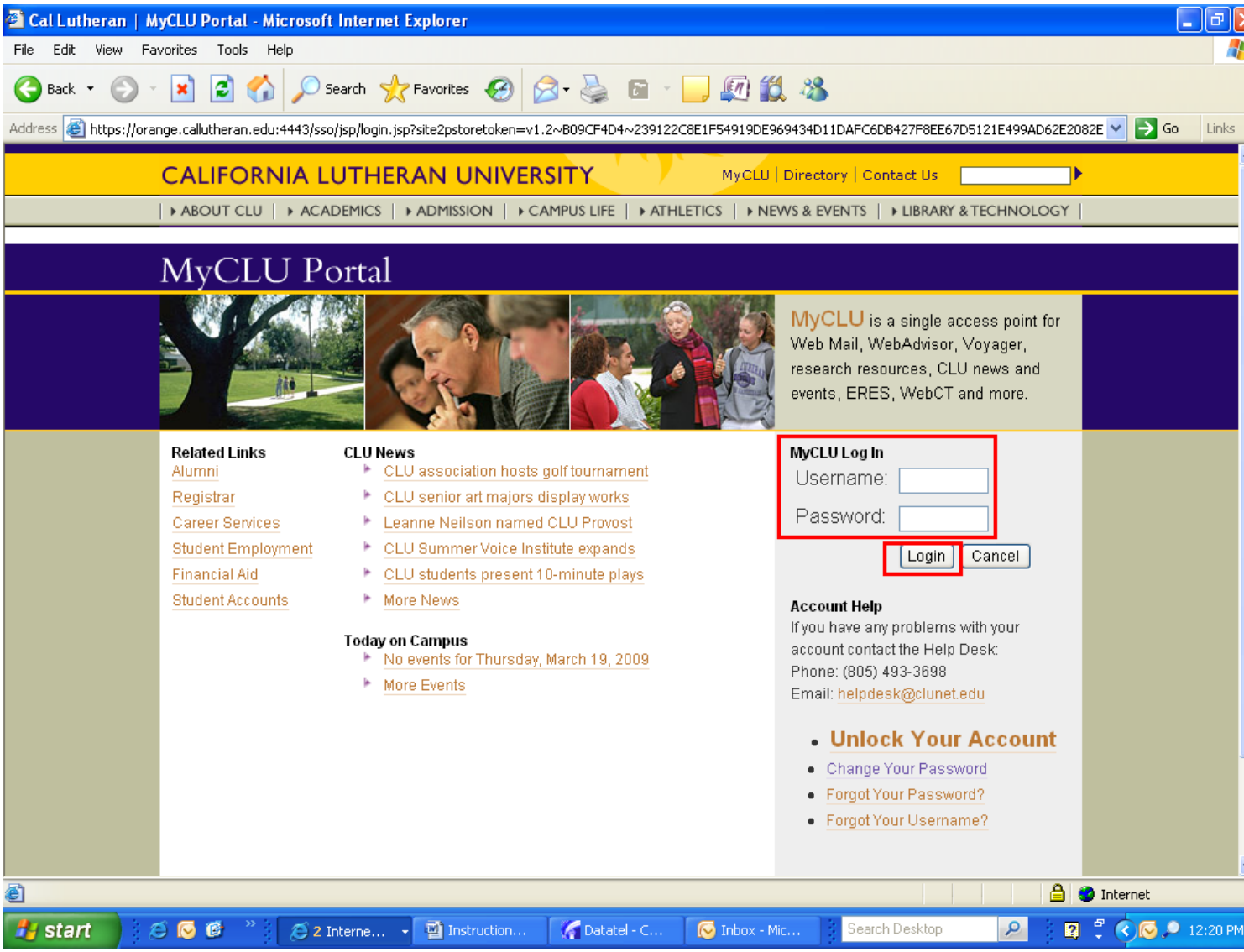


# Once your password is changed, select “Click here to go to MyCLU Portal”

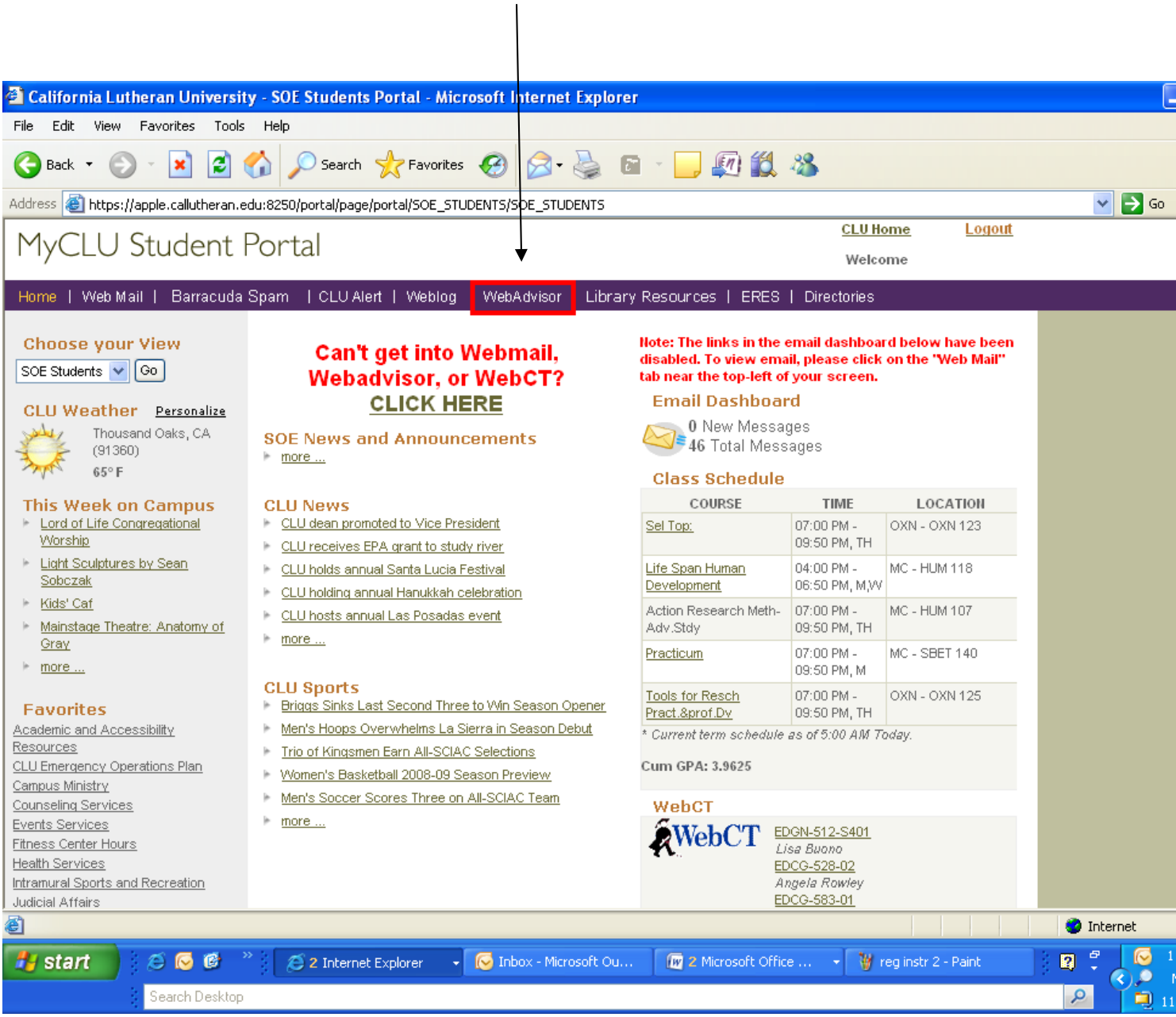


# **STEP 3:** Enter your username and password under the **MyCLU Log** In and click **Log In**

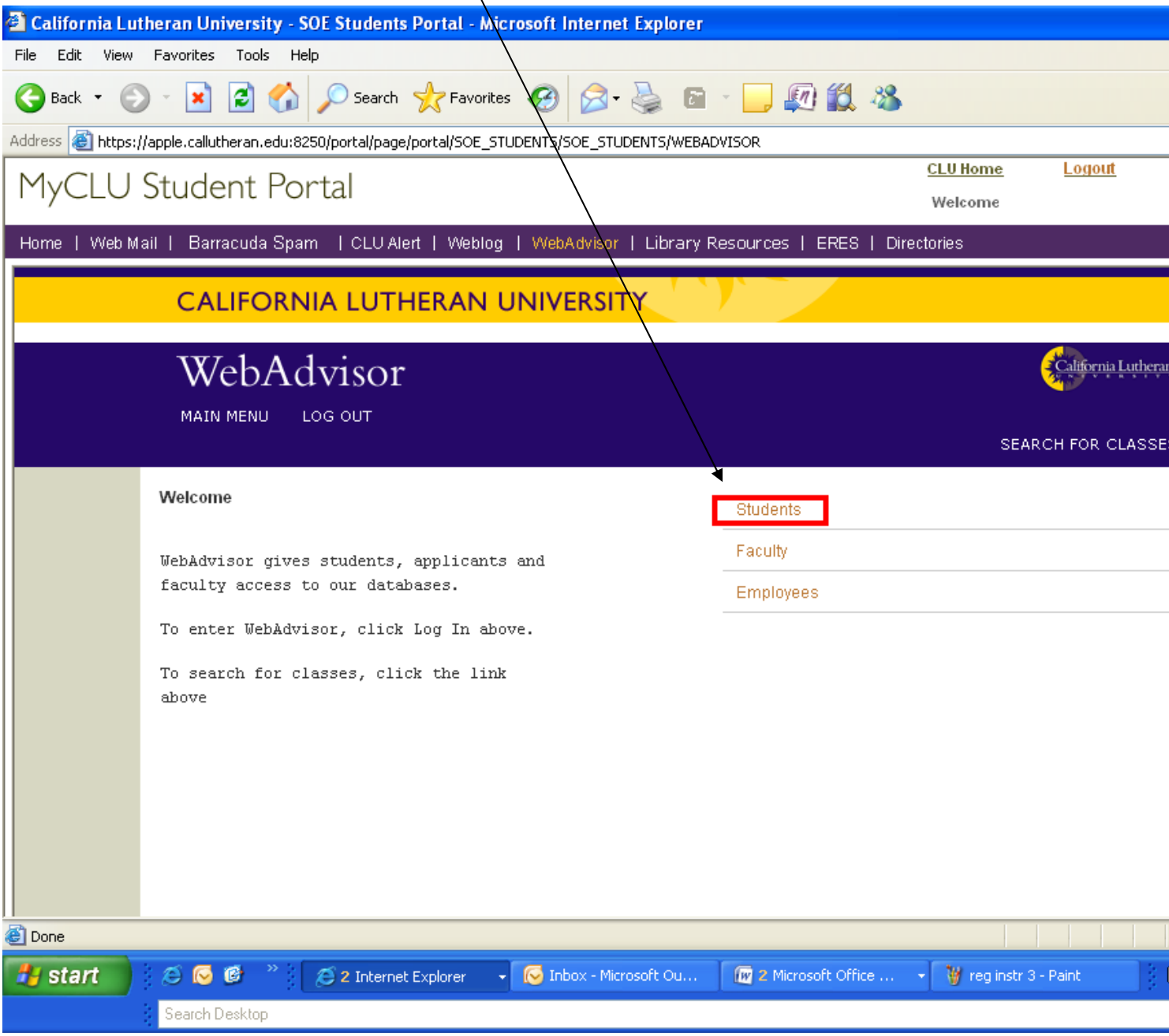
**Note:** Your **username** is the first part of your CLU e-mail address excluding the @callutheran.edu (i.e. if your e-mail address were jdoe@callutheran.edu, your username would be **jdoe**)



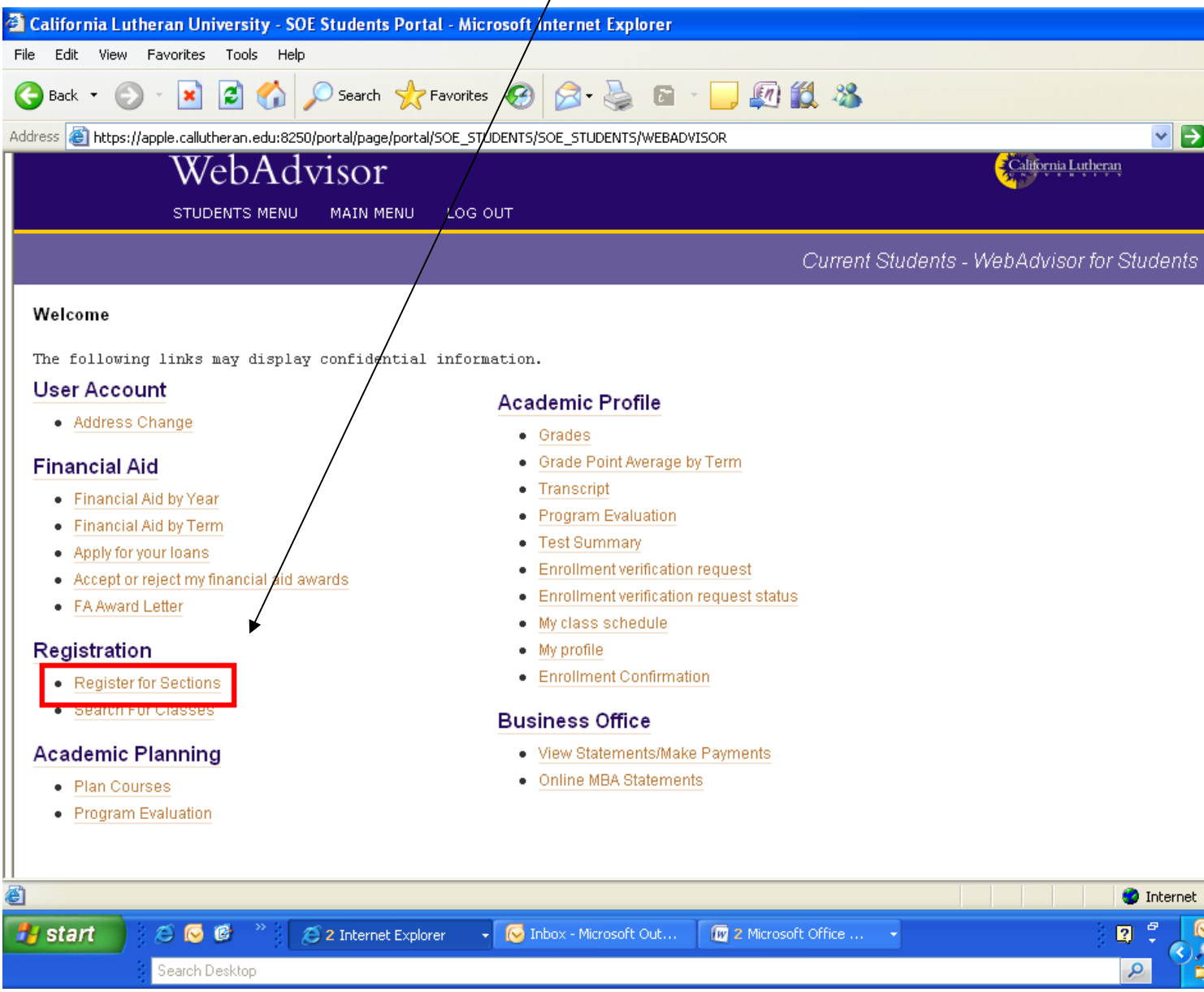
# **STEP 4:** Click on *WebAdvisor* on the top menu.



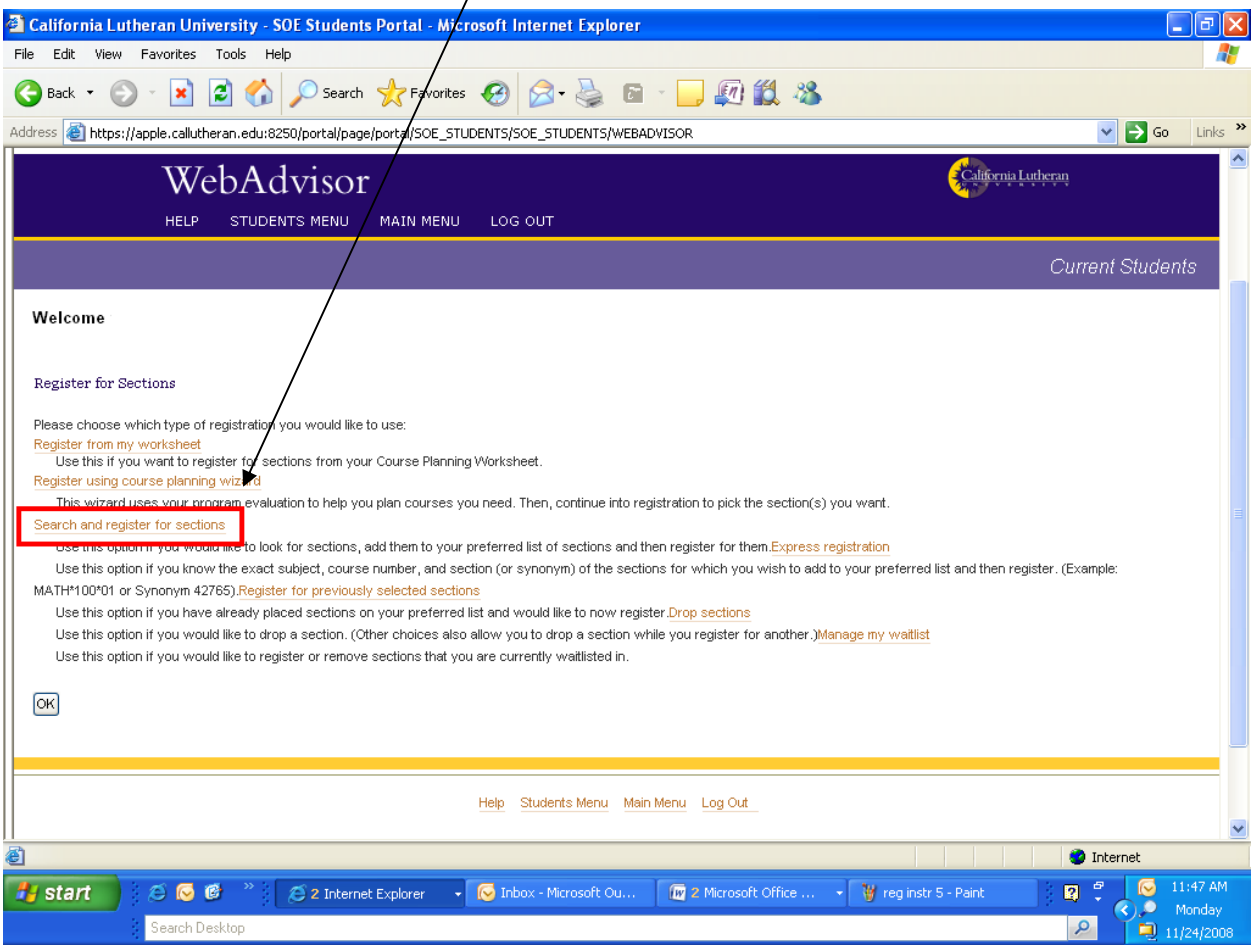
# **STEP 5:** Click on *Students* on the menu to the right.



# **STEP 6:** Click on *Register for Sections* under the Registration heading.

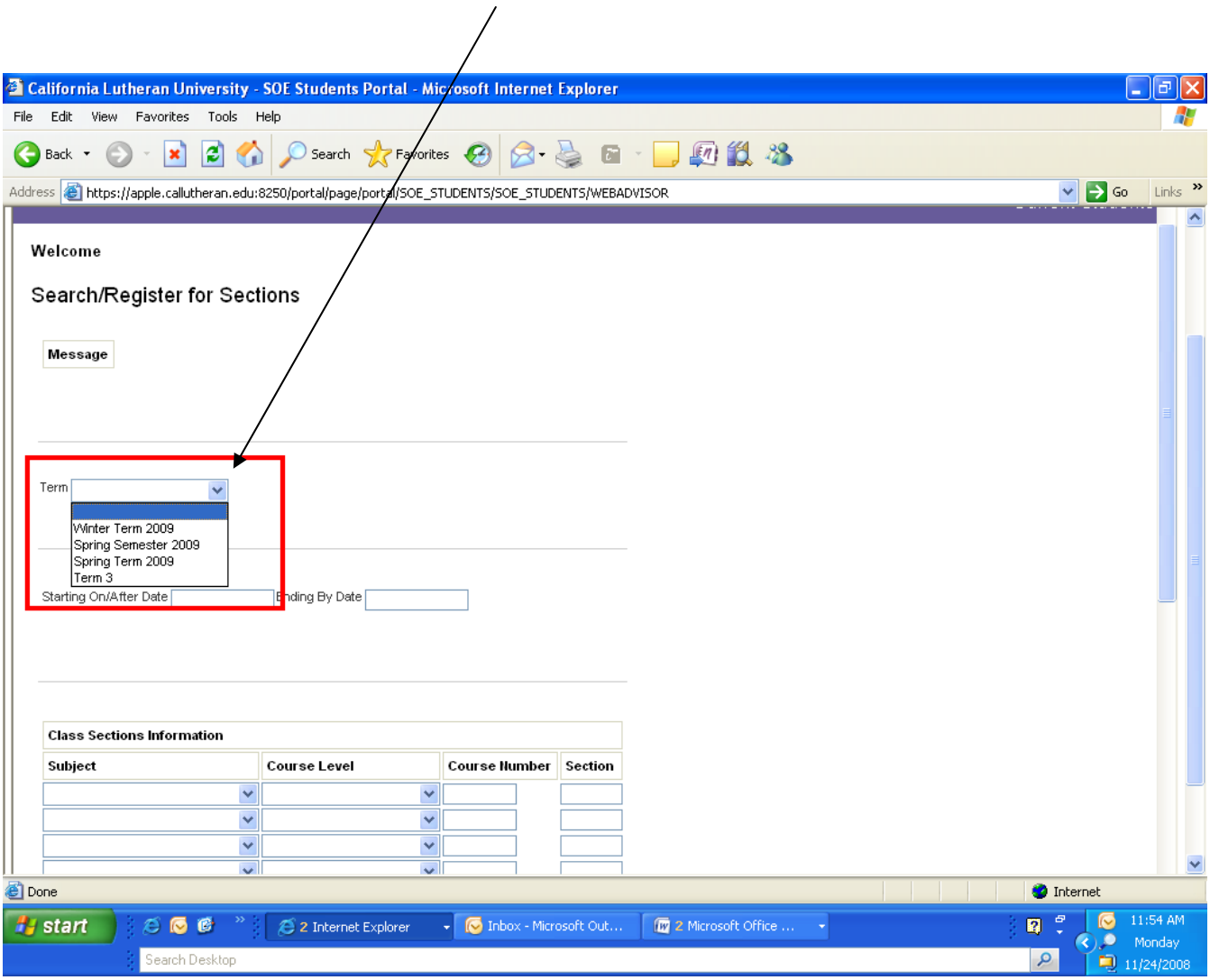


# **STEP 7:** Click on *Search and Register for Sections.*

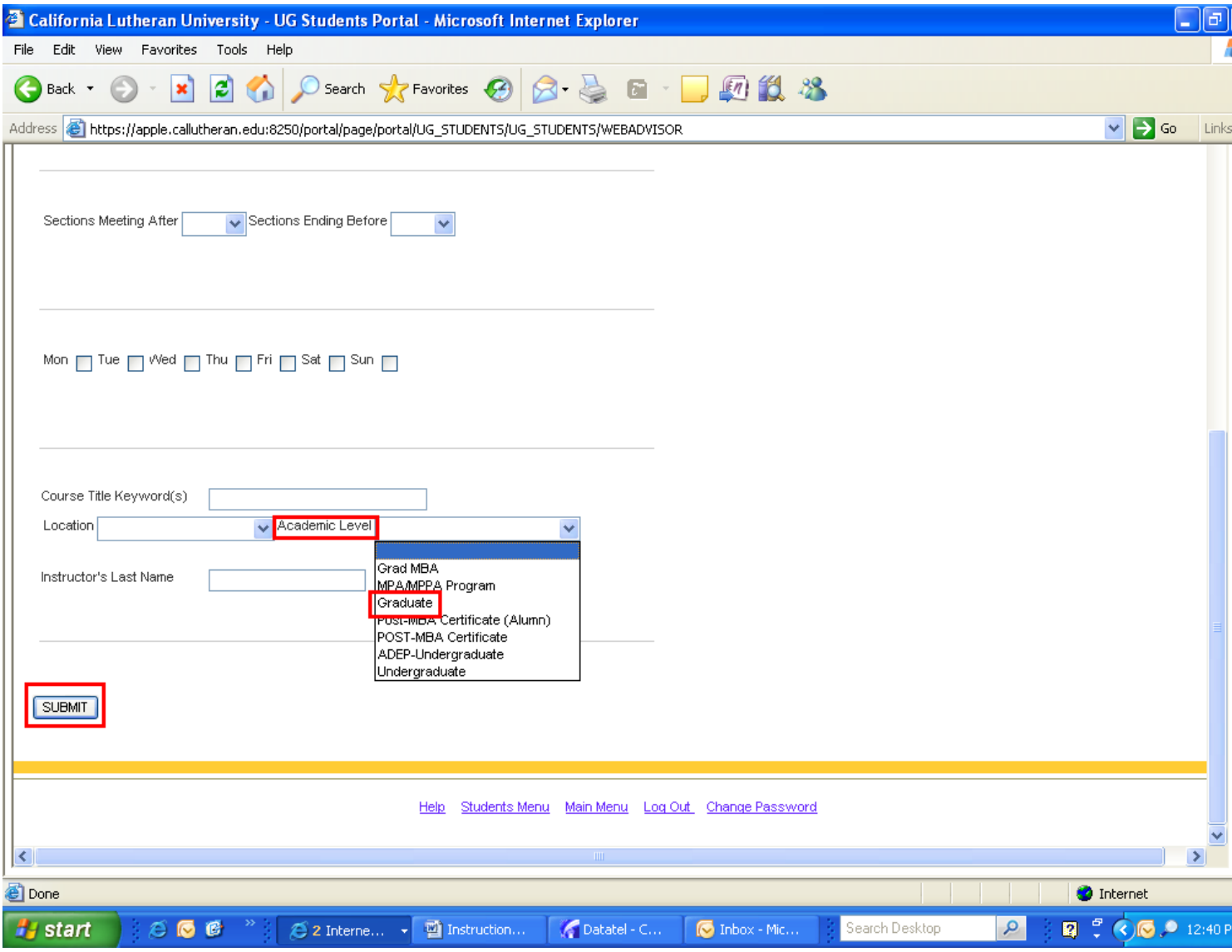


# **STEP 8:** From the *"Term"* box, select the appropriate ***semester*** (do not select entries with *"Term"*.

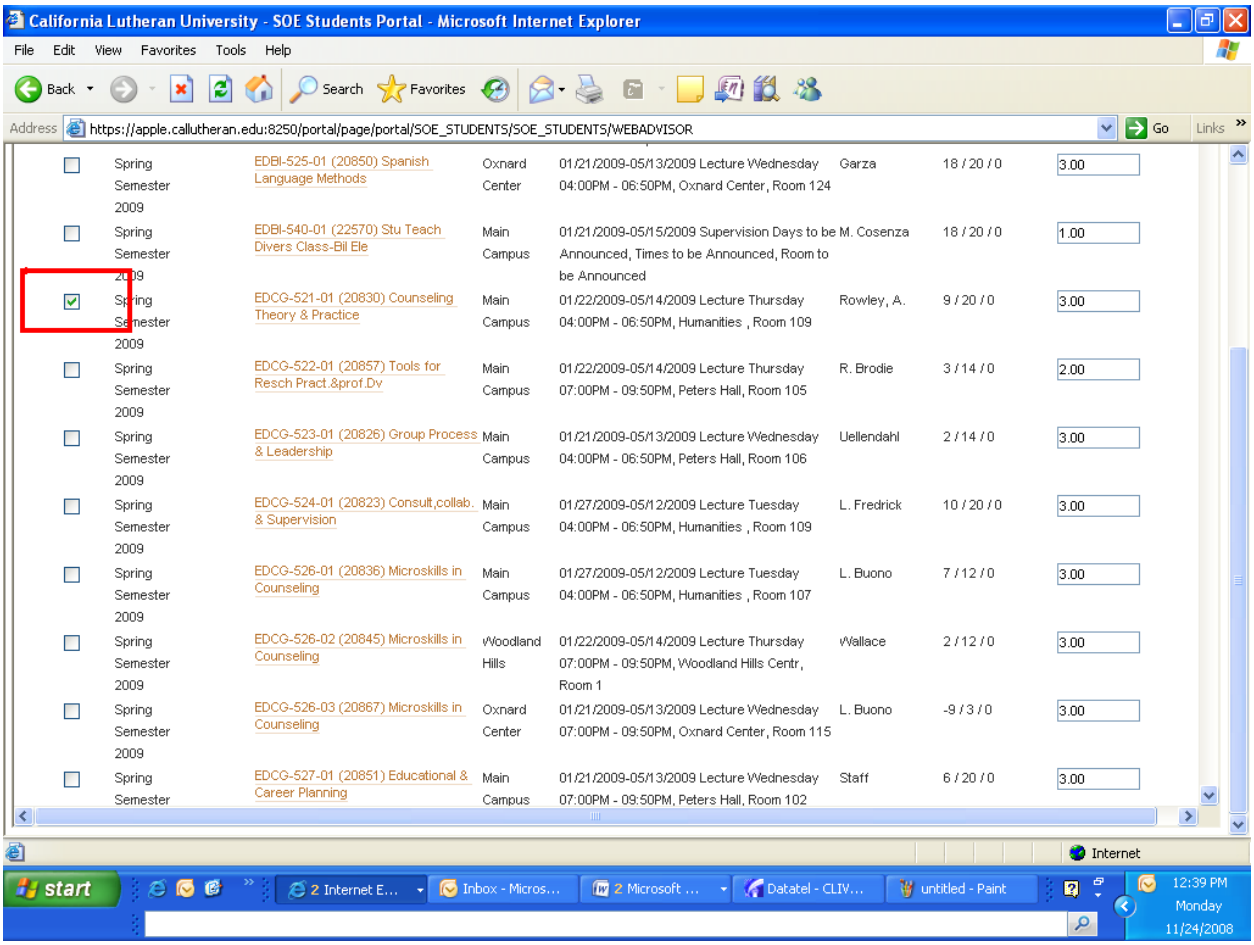
- To register for Spring or Fall select: "Spring/Fall **Semester**"
- To register for Summer select: "Summer **Session**"
- (click here for drop-down menu)



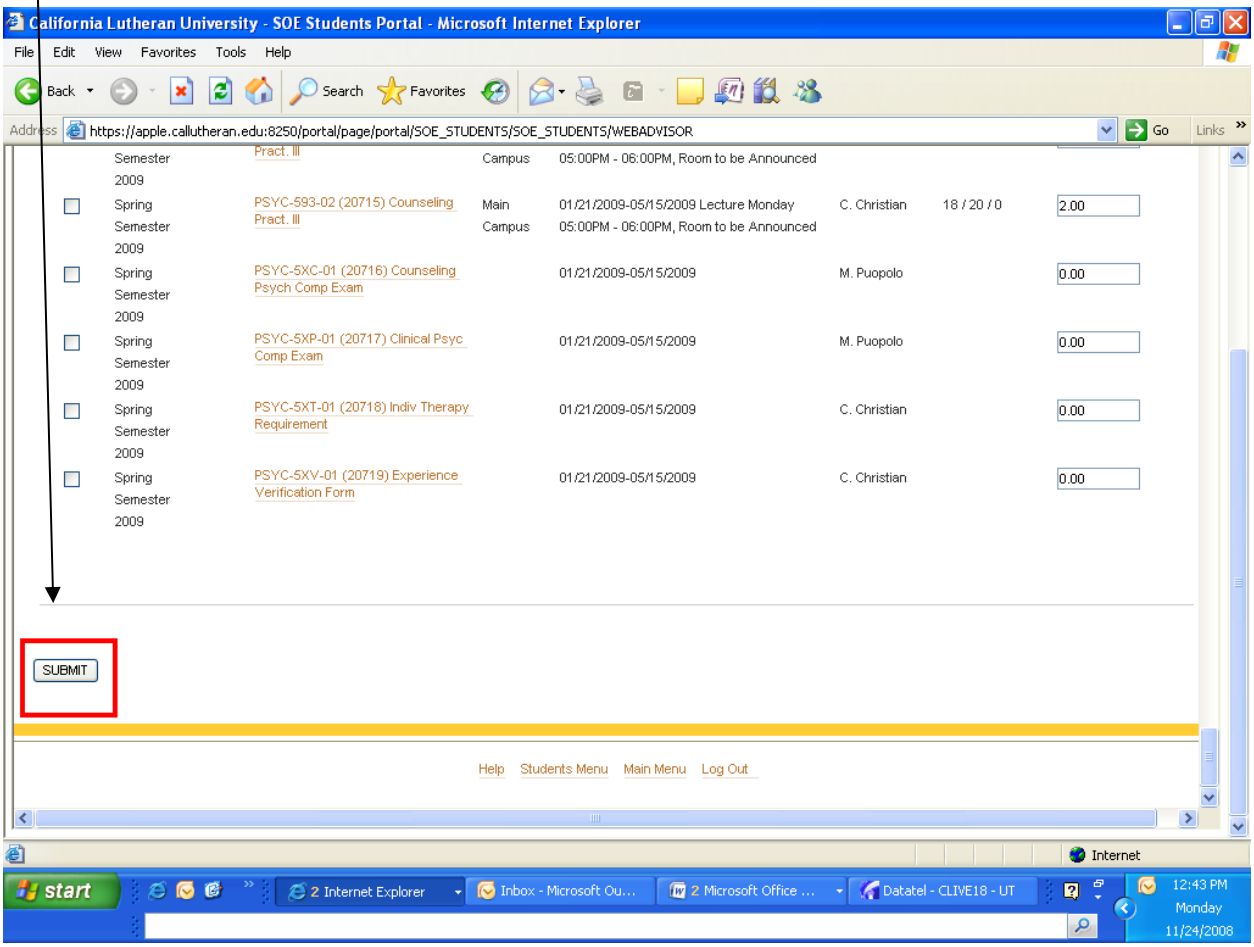
# **STEP 9:** Scroll to the bottom of the page to the **Academic Level** box, from the drop-down menu select **Graduate** and click **Submit**



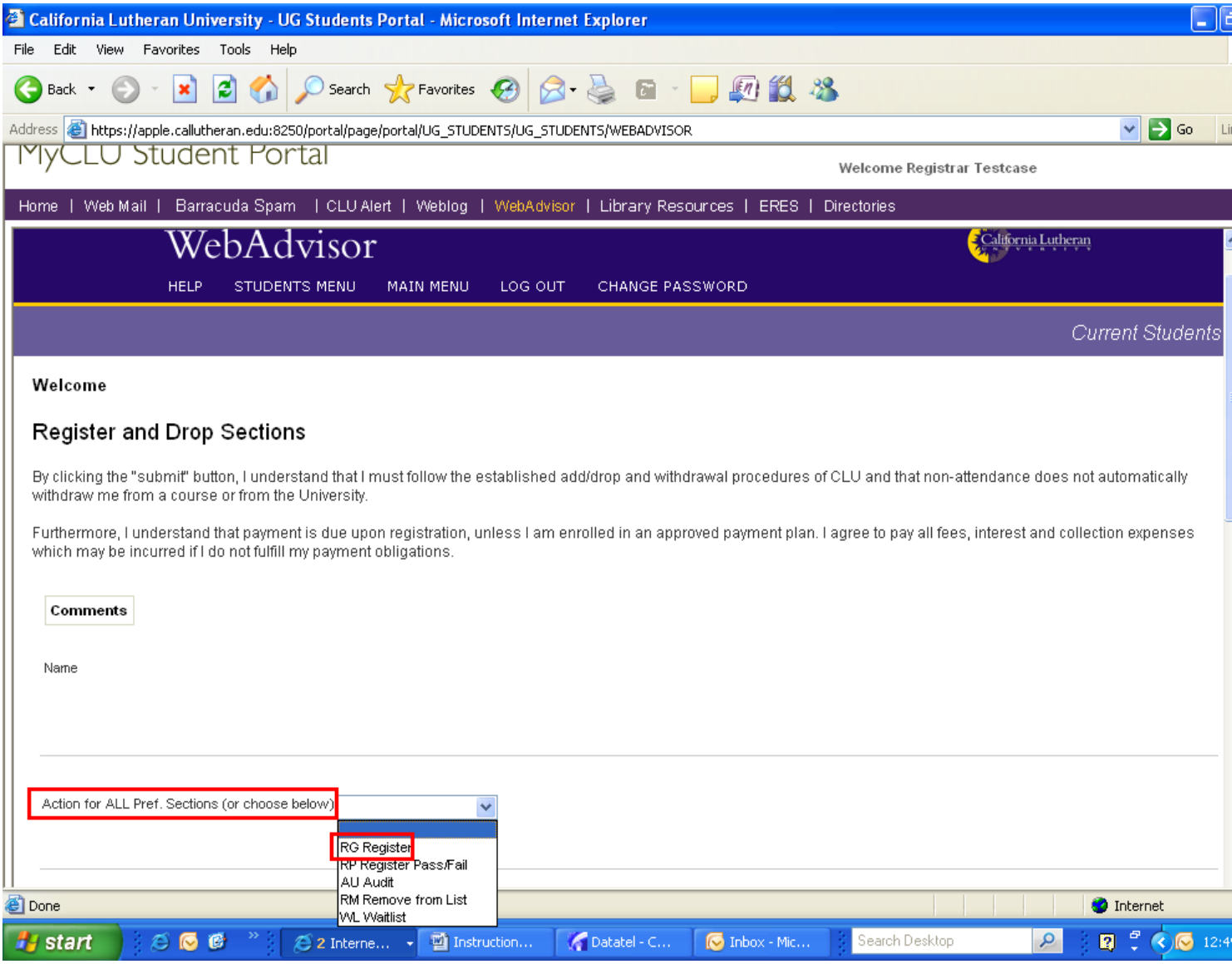
# **STEP 10:** Click in the box to the left of your desired course selection(s).



# **STEP 11:** Click on *Submit* at the bottom of the page.



**FINAL STEPS:** Scroll down to the section titled **Action for all pref. sections** and select **Register** from the drop-down menu:




Scroll to the bottom of the page and click **Submit**

**CONFIRMATION OF RESULTS:** The *Registration Results* screen provides a summary of courses for which were just registered, as well as a summary of courses that are registered for future terms. An e-mail confirmation will be sent to your CLU e-mail account confirming the registration process.

Registration Results

The following request(s) have been processed:

| Term | Status | Pass/ Fail/ Audit | Section Name and Title | Location | Meeting Information | Faculty | Credits | CEUs |
|---|---|---|---|---|---|---|---|---|
| Winter Term 2009 | Registered for this section | | BUS-591-01 (20145) Financial Principles&Policies | Main Campus | 11/25/2008-02/17/2009 Lecture Tuesday 07:00PM - 10:00PM, Humanities , Room 109 | L. Schuh | 3.00 | |

Here are all of the sections for which you are currently registered:

| Current Registration | | | | | | | |
|---|---|---|---|---|---|---|---|
| Term | Pass/ Fail/ Audit | Section Name and Title | Location | Meeting Information | Faculty | Credits | CEUs |
| Spring Term 2009 | | BUS-582-07 (22531) Foundations of Economics | Main Campus | 03/02/2009-05/14/2009 Lecture Tuesday 07:00PM - 10:00PM, Humanities , Room 109 | Damooei | 3.00 | |