

Student Registration

Undergraduate School

Purpose: This document walks students through the process of registering for Chicago campus, Spokane campus, and online undergraduate classes at Moody Bible Institute.

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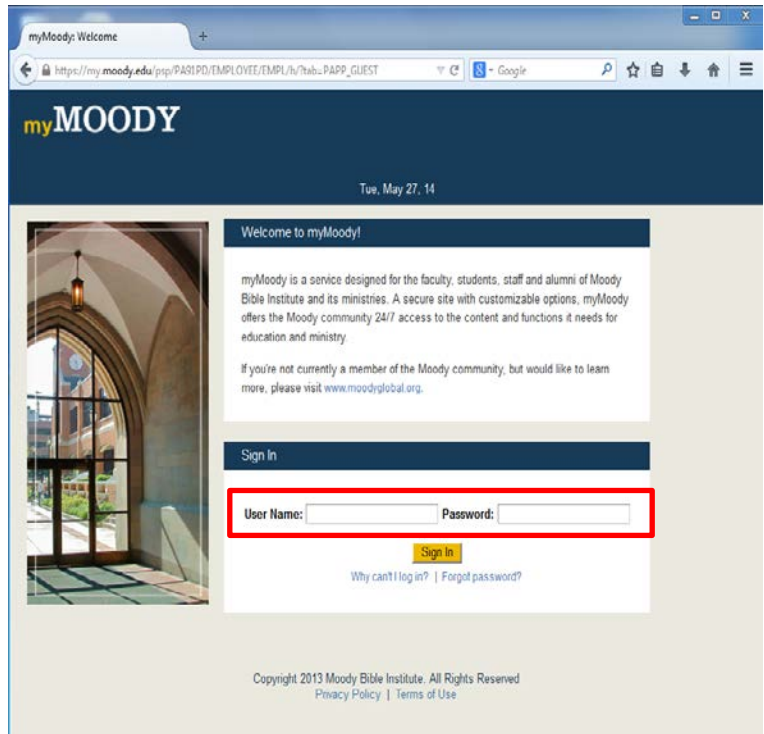
- 1 The myMOODY Portal
- 2 The Student Center
- 3 The Shopping Cart

1) The myMOODY Portal

The myMOODY website (my.moody.edu) is your portal, or gateway, to Moody Bible Institute information. This portal provides specific information according to your role(s) at Moody (i.e. student, faculty, staff, alumni, or applicant).

1. Type your **User ID and Password** in the appropriate fields and click the **Sign In** button (see red highlighted box to the right).

If you do not know your User ID or Password, click the appropriate link below the sign in box for further instructions.



myMoody: Welcome

https://my.moody.edu/prg/PARIPD/EMPLOYEE/EMPL/h?tab=PAPP_GUEST

myMOODY

Tue, May 27, 14

Welcome to myMoody!

myMoody is a service designed for the faculty, students, staff and alumni of Moody Bible Institute and its ministries. A secure site with customizable options, myMoody offers the Moody community 24/7 access to the content and functions it needs for education and ministry.

If you're not currently a member of the Moody community, but would like to learn more, please visit www.moodyglobal.org.

Sign In

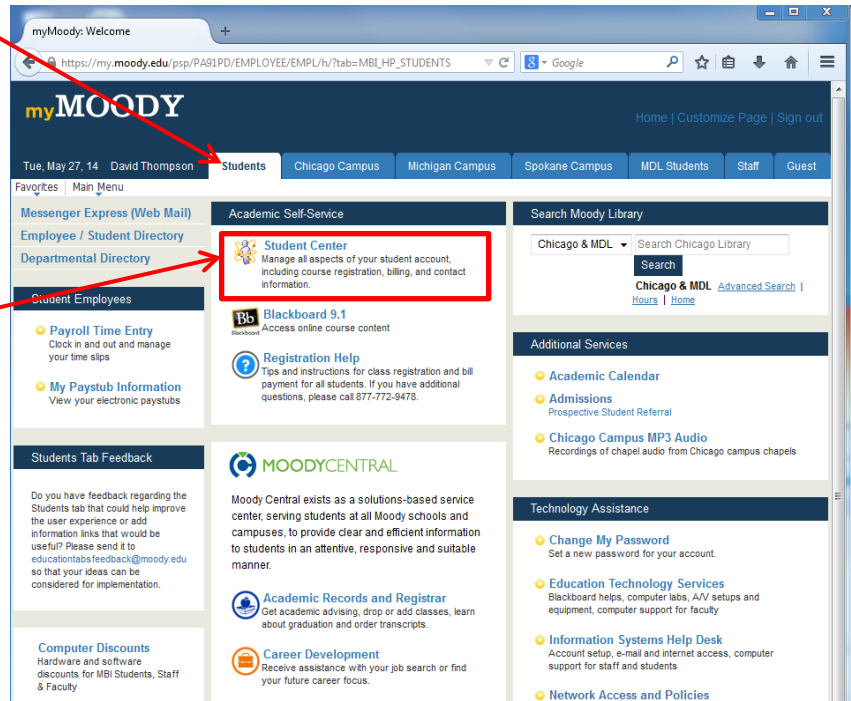
User Name: Password:

Sign In

[Why can't I log in?](#) | [Forgot password?](#)

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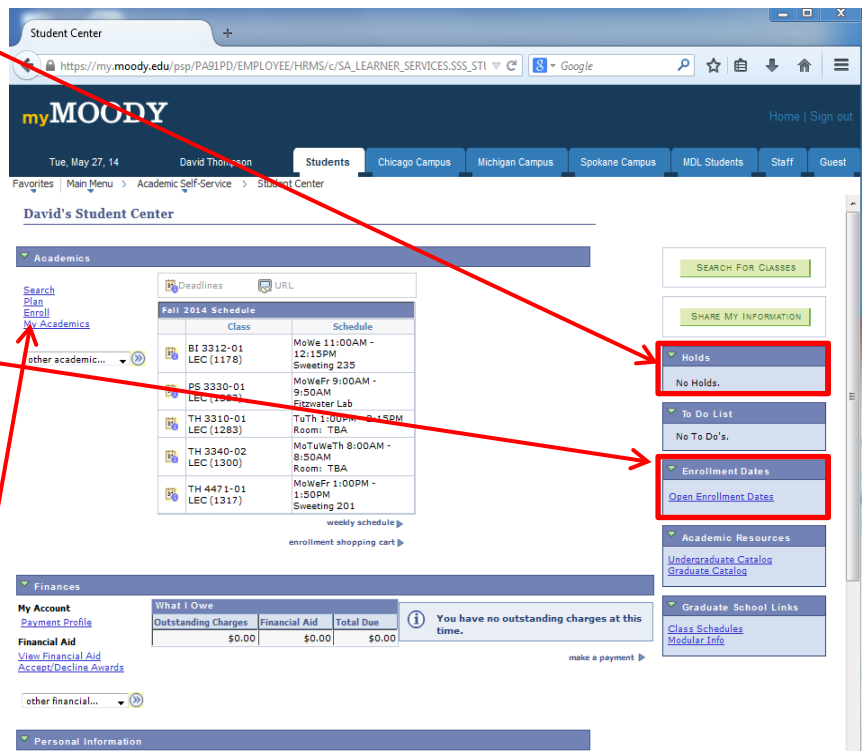
- After Logging in to the portal, click the **Students** tab. This page provides content specifically relevant to students.
- To begin the actual registration process, click on the **Student Center** (see red highlighted box to the right).



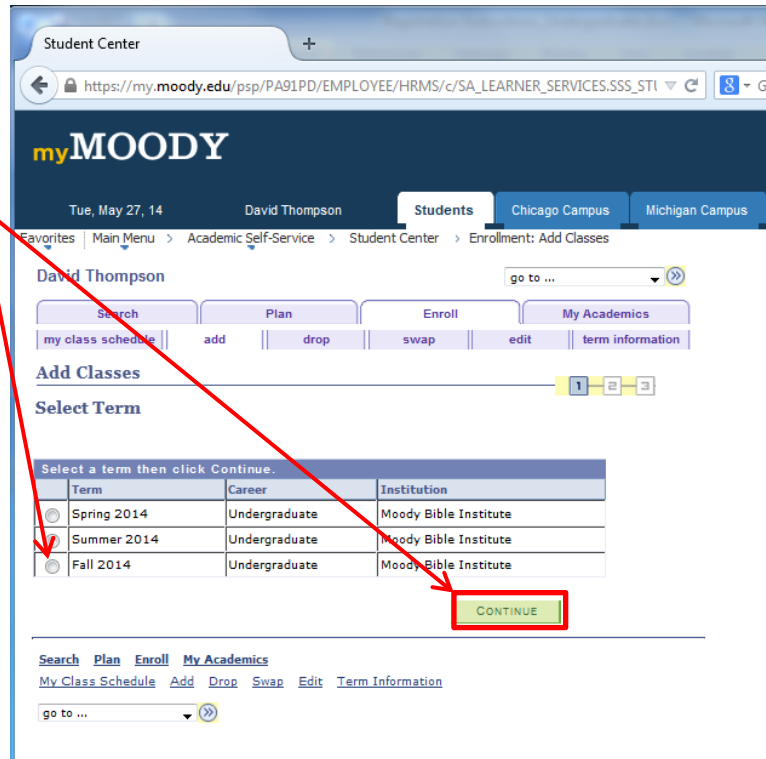
2) The Student Center

Within the Student Center, you can manage your school-related activities such as **Academics, Finances, Personal Information and Admissions.**

- Prior to Registration, verify that no holds exist on your account. If holds are listed, you will not be able to sign up for any classes.
- Check the **Enrollment Dates** to find your assigned preregistration time or to verify that registration is open for a specific semester.
- David does not have any holds, so he can proceed to enrollment by clicking the **Enroll** link.



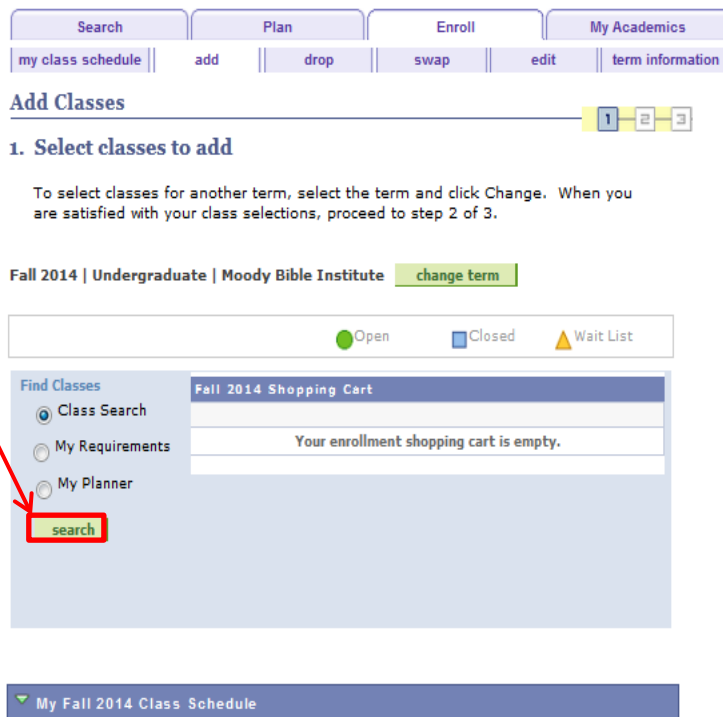
- On the next screen, select the term for which you want to enroll.
- Click the **CONTINUE** button.



3) The Shopping Cart

The shopping cart allows you to build a list of classes you would like to take. When your shopping cart is ready, you can register for the classes all at once. The shopping cart is saved automatically, so you can log out and resume the registration process at a later time. *The shopping cart is available at any time, so you can start building a tentative schedule before registration actually opens.*

- To add a class to your shopping cart, click the **search** button.



2. On the search screen, provide details about the type of class you would like to add. *Pay special attention to select the correct campus!*

a. **Campus (Class Location)**

- i. **Main Campus** is for Chicago campus classes
- ii. **Spokane Campus** is for Spokane campus classes
- iii. **Online** is for Online classes

The screenshot shows the 'Add Classes' search interface. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are sub-tabs: my class schedule, add, drop, swap, edit, and term information. The main heading is 'Add Classes' with a page indicator '1'. Below that is 'Enter Search Criteria'. The search area is titled 'Search for Classes' and includes the text 'Moody Bible Institute | Fall 2014' and 'Select at least 2 search criteria. Click Search to view your search results.' Under 'Class Search', there are several fields: 'Campus' (dropdown menu, highlighted with a red box and arrow), 'Course Keyword' (text input), 'Course Subject' (dropdown menu), 'Course Number' (dropdown menu with 'is exactly' selected), 'Class Nbr' (text input), and 'Course Career' (dropdown menu, highlighted with a red box and arrow). There is also a checkbox for 'Show Open Classes Only'. Below the search criteria is 'Additional Search Criteria' and a 'Return to Add Classes' link. At the bottom right are 'CLEAR' and 'SEARCH' buttons.

b. **Course Career:** Specify Undergraduate

Class Search Filters: Use the following filters to help you find the class you're looking for.

Course Keyword: best if used with single keywords, eg: **Principles** when looking for Principles of Lifetime Fitness

Course Subject: Choose the specific subject area of your class.

Course Number: four digit number assigned to each class; eg: 1110 for the Church and its Doctrines

This is a smaller version of the search interface. Red arrows point from the text on the left to specific elements: one arrow points to the 'Course Keyword' input field, another to the 'Course Subject' dropdown menu, a third to the 'Course Number' dropdown menu, and a fourth to the 'SEARCH' button at the bottom right.

3. Once your criteria are set, click the **SEARCH** button.

- Scroll through the search results to find the specific class you would like to add, then click the **select class** button.

Notice the **Open** and **Closed** icons. Classes are marked with these icons to help you quickly determine current class availability. (Moody does not utilize the **Wait List** feature)

Search Plan Enroll My Academics
my class schedule | add | drop | swap | edit | term information

Add Classes

Search Results

When available, click View All Sections to see all sections of the course.

Moody Bible Institute | Fall 2014

My Class Schedule show all Shopping Cart
Your shopping cart is empty.

BI 3312 MoWe 11:00AM - 12:15PM Sweeting 235

The following classes match your search criteria Course Subject: **Ministry Studies**, Course Number is exactly **1103**, Show Open Classes Only: **No**, Campus: **Main Campus**

Return to Add Classes NEW SEARCH MODIFY SEARCH

Open Closed Wait List

Multiple sections of the same class are listed under the same class title.

Click **View All Sections** if there are more class sections available for you to choose from.

MS 1103 - Christian Missions View All Sections First 1-3 of 5 Last

Section 01-LEC(1075) Status select class

Session 16 Week

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:00AM - 8:50AM	TBA	Samuel Naaman	08/25/2014 - 12/12/2014

Section 02-LEC(1076) Status select class

Session 16 Week

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 9:00AM - 9:50AM	TBA	Samuel Naaman	08/25/2014 - 12/12/2014

Section 03-LEC(1077) Status select class

Session 16 Week

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 11:00AM - 11:50AM	TBA	Samuel Naaman	08/25/2014 - 12/12/2014

- The next screen displays the class details. Verify that the details are correct, and click **NEXT** to select this class.

Search Plan Enroll My Academics
my class schedule | add | drop | swap | edit | term information

Add Classes

1. Select classes to add - Enrollment Preferences

Fall 2014 | Undergraduate | Moody Bible Institute

MS 1103 - Christian Missions

Class Preferences

MS 1103-01 Lecture Open Grading Graded

Units 3.00

Session 16 Week

Career Undergraduate

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 8:00AM - 8:50AM	TBA	Samuel Naaman	08/25/2014 - 12/12/2014

6. You are now back at the Shopping Cart. This screen verifies the addition of the class to the Shopping Cart. From this screen, you can either search for more classes to add or proceed to Step 2 to complete registration.

If registration is open and you are ready to complete the process, click

PROCEED TO STEP 2 OF 3. Otherwise, you can

log out and return to your shopping cart to complete registration later.

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ MS 1103 has been added to your Shopping Cart.

Fall 2014 | Undergraduate | Moody Bible Institute [change term](#)

● Open □ Closed ▲ Wait List

Find Classes

- Class Search
- My Requirements
- My Planner

[search](#)

Delete	Class	Days/Times	Room	Instructor	Units	Status
	MS 1103-01 (1075)	MoWeFr 8:00AM - 8:50AM	TBA	S. Naaman	3.00	●

[PROCEED TO STEP 2 OF 3](#)

7. The next enrollment step is to confirm the selection of classes that are currently in your Shopping Cart. If everything is correct, click **FINISH ENROLLING**. Otherwise you can return to the previous screen to make adjustments.

NOTE: Be sure to

review the status of each course before completing registration. It is possible that the courses may have closed while they were in your shopping cart.

Add Classes 1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2014 | Undergraduate | Moody Bible Institute

● Open □ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
MS 1103-01 (1075)	Christian Missions (Lecture)	MoWeFr 8:00AM - 8:50AM	TBA	S. Naaman	3.00	●

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)

8. The final enrollment step is to review the classes that you have selected making sure that you have been properly registered. **Classes that were successfully enrolled in will be marked with a green check mark.** Classes that could not be added will be marked with a red "X".

The screenshot shows the 'Add Classes' section of a web application. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are links for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes' with a page indicator showing '1' of 3 pages. The section is titled '3. View results' and includes a sub-heading 'View the following status report for enrollment confirmations and errors:'. Below this, it specifies 'Fall 2014 | Undergraduate | Moody Bible Institute'. There are two status indicators: a green checkmark for 'Success: enrolled' and a red 'X' for 'Error: unable to add class'. A table is displayed with the following data:

Class	Message	Status
LF 4400	Success: This class has been added to your schedule.	✓

Below the table are three buttons: 'MAKE A PAYMENT', 'MY CLASS SCHEDULE', and 'ADD ANOTHER CLASS'. At the bottom of the screenshot, there are navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics', and a 'go to ...' dropdown menu.

If there is a red "X" then an error message will appear stating the reason you were unable to add the class. If you are unable to determine the reason, you may call Academic Records for additional help.

9. Your registration is now complete. You may use the tabs across the top of the screen to review your schedule or to add and drop courses. **Should you encounter any trouble during this registration process, please feel free to contact the Academic Records Office at 312-329-2087.**