



**BALL STATE
UNIVERSITY**

How to Register for Classes at Ball State University

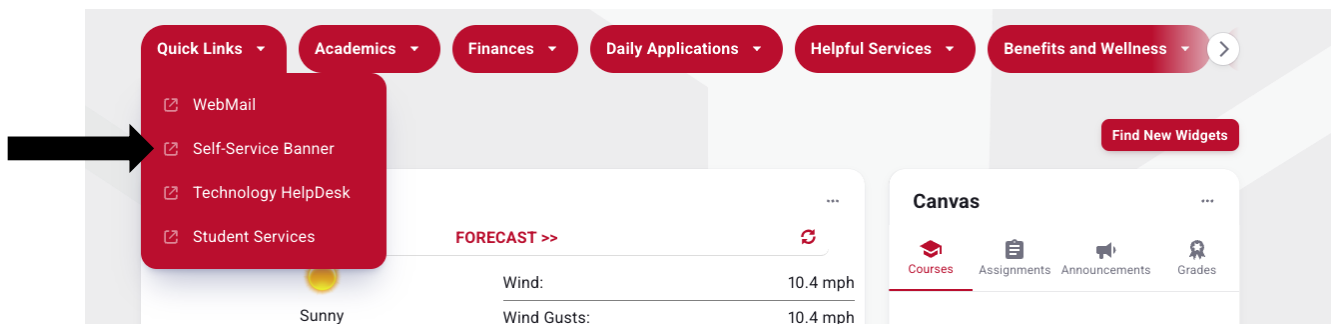
Note: You **cannot** register until you receive an email with your Ball State credentials.

Step 1: Log in to Your Account

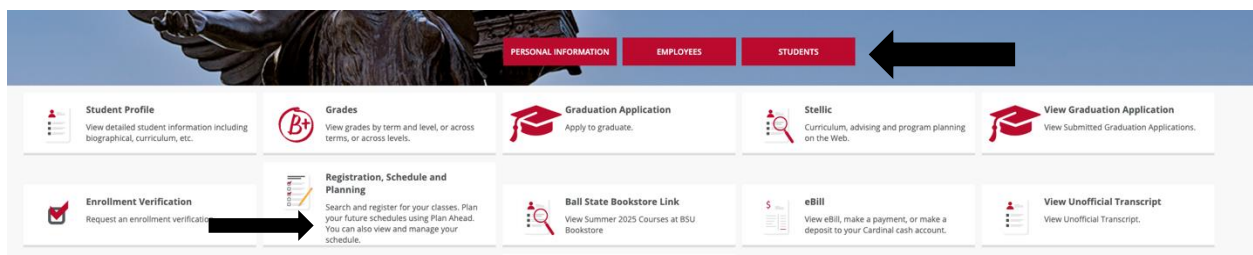
1. Go to **myballstate.bsu.edu** where you will be prompted to login.
2. Enter your Ball State username and password.
3. Complete the DUO Mobile authentication:
 - You only need to set this up once.
 - If you need help, call the Helpdesk at 765-285-1517 or visit [this link](#) for further assistance.

Step 2: Access Self-Service Banner

1. Under **Quick Links**, click **Self-Service Banner**.

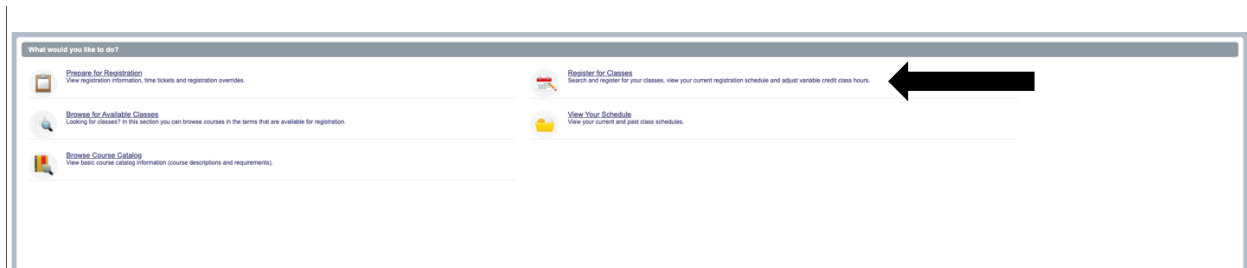


2. Click the **Students** tab.
 - You may be prompted to accept the financial agreement.



Step 3: Begin the Registration Process

1. Click **Registration, Schedule, Planning**.
2. Select **Register for Classes**



3. Choose the appropriate term and year, then click Continue.



Step 4: Add Classes by CRN

1. Click the **Enter CRN's** tab.

A screenshot of a web application interface titled "Enter Course Reference Numbers (CRNs) to Register". The form has a tabbed interface with three tabs: "Find Classes", "Enter CRNs" (which is highlighted), and "Schedule and Options". Below the tabs, the text "Term: Spring 2023" is displayed. There is a text input field labeled "CRN". Below the input field, there is a link "+ Add Another CRN" and a button "Add to Summary".

2. For each class:
 - Enter the CRN (Course Registration Number)
 - Click Add to Summary

- The class will appear as “Pending” in your Summary section.


Summary							
Title	Details	Hours	CRN	Schedule Type	Status	Action	⚙
Strategies for Teaching...	EDAC 635, 8...	3	21521	Online (Asyn...	Pending	**Web Registered**	▼
Evaluation of Educatio...	EDST 671, 800	3	21804	Online (Asyn...	Registered	None	▼
Program Planning in C...	EDAC 638, 8...	3	42548	Online (Asyn...	Registered	None	▼
Total Hours Registered: 6 Billing: 6 CEU: 0 Min: 0.001 Max: 15							Submit


If you don't know the CRN of your course, email dualcredit@bsu.edu with:

- Your school's name
- Course name(s)
- Meeting times
- Instructor's name

Step 5: Finalize Registration

1. Review your **Summary** Screen
 - **Pending** = Not yet registered
 - **Registered** = Successfully added
2. If everything is correct, click **Submit**.
3. Once submitted, you will see “**Save Successful**” at the top, and each course will show **Registered**.



 Save Successful

Find Classes
Enter CRNs
Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2023

+ Add Another CRN
Add to Summary

Class Schedule
Schedule Details

Class Schedule for Spring 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Foundations of Adult a...	EDAC 640, 8...	3	42545	Online (Asyn...	Registered	None ▼
Evaluation of Educatio...	EDST 671, 800	3	21804	Online (Asyn...	Registered	None ▼
Program Planning in C...	EDAC 638, 8...	3	42548	Online (Asyn...	Registered	None ▼

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0.001 | Max: 15

Submit

