How to Add Classes

Review Program Registration Guide
http://www.keyano.ca/Academics/CourseRegistration/RegistrationGuides

1. Your Social Insurance Number (SIN) is required to proceed with registration.

2. Login to self-service
https://selfservice.keyano.ca/SelfService/Home.aspx

3. Select TAB - Course Search & Registration
4. Select **Section Search** (below Course Search & Registration)

5. Enter first 3 letters of course in **Course Code**

6. Choose semester by selecting drop-down button under **Period**
7. Under **Course Type** Select **Credit Course** then **Search** (Classes should now be visible)

8. Choose Classes by **Adding** all courses

9. Select **View Cart** once all classes have been added
10. Select **Register** to add classes.

11. Select **NEXT** (*Status in Cart*)

12. Select **NEXT** again (*Status Registered*)

13. Repeat steps 6-11 for each semester.

14. Remember to log out of Self-Service and close the browser when you are finished.