How to Add Credit Classes

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

1. Login to Self Service.
   https://selfservice.keyano.ca/SelfService/Home.aspx

2. Select the Course Search & Registration tab.
3. Select **Section Search** (below Course Search & Registration).

4. Enter first 3 letters of course in **Course Code**
5. Choose semester by selecting drop-down button under *Period*

6. Under *Registration Type* select **Traditional** then **Search**.

7. Choose a class by clicking **ADD**.
8. Select **View Cart** once all classes have been added.
9. Select **Register** to add classes.

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

11. Select **NEXT** again (**Status Registered**)
12. Repeat steps 6-11 for each semester.

13. Follow prompts to complete registration.

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