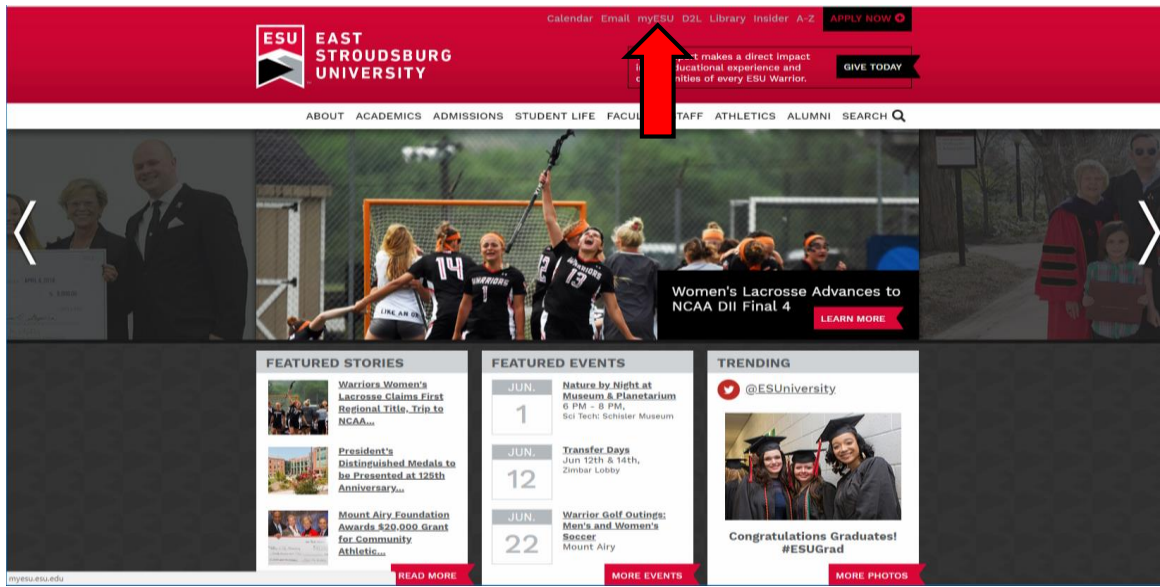


# How to Add a Class

1. Go to the ESU Homepage and click on **myESU**.



2. Enter your username and password.

**ESU EAST STROUDSBURG UNIVERSITY**

**Login to your MyESU Portal**

MyESU is a single sign-on portal that helps you manage your University business. Please enter your University credentials to gain access.

**Please remember to log out when you are finished.**

User Name  Password

[Student Password Reset](#)  
[Faculty & Staff Password Reset](#)

Remember me on this computer

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[f](#) [t](#) [v](#) [+](#)

3. Select the "Students" tab at the top of your portal.

**ESU EAST STROUDSBURG UNIVERSITY** Home Community

Welcome **Students** WarriorLink Incoming Fall 2018 eWarrior Kemp Library

Home Community

**ESU Announcements**

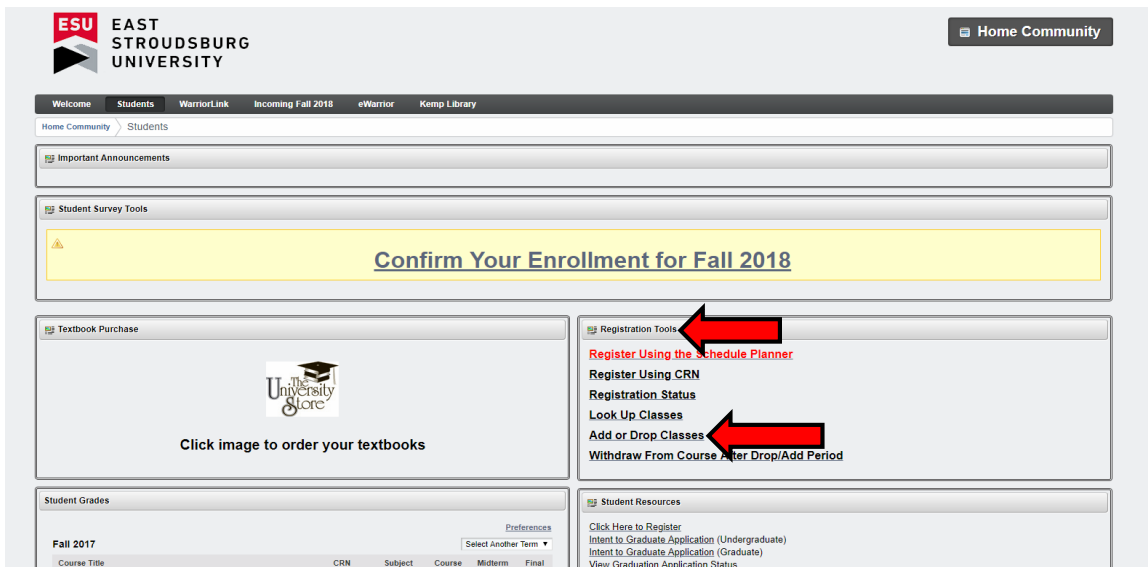
**ESU Important Links**

- D2L Access
- Course Catalog
- Faculty and Staff Password Reset
- Student Password Reset
- Email Access:
  - Faculty and Staff Remote Email Access
  - Student Email Access - @live.esu.edu
- Banner INB (Internet Native Banner) Links:
  - PROD Banner INB
- Work Orders:
  - Facilities Work Orders
  - Computer Center Work Orders
  - TELE-Comm Work Orders
- Catalog Maintenance:
  - SmartCatalog
  - SmartCatalog.training.video

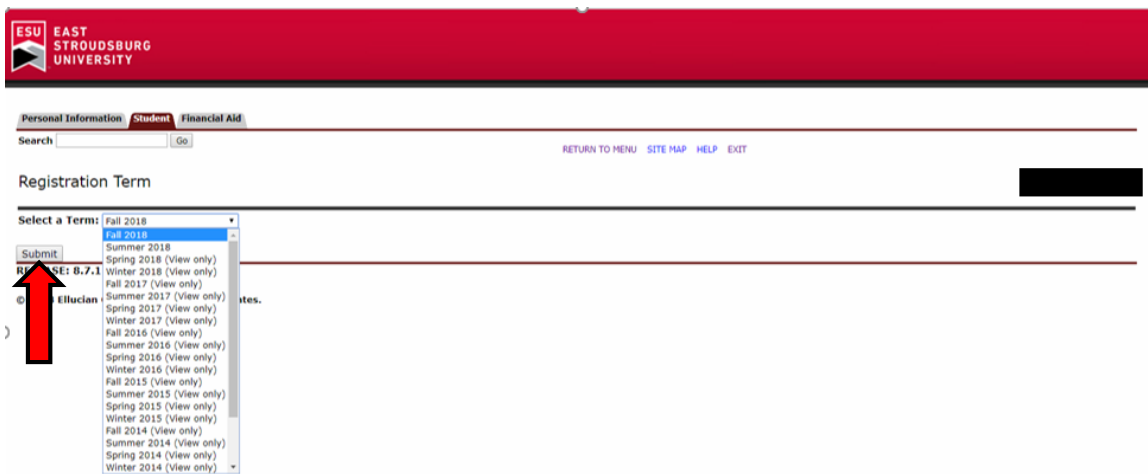
Accudemia

Powered By LIBRARY

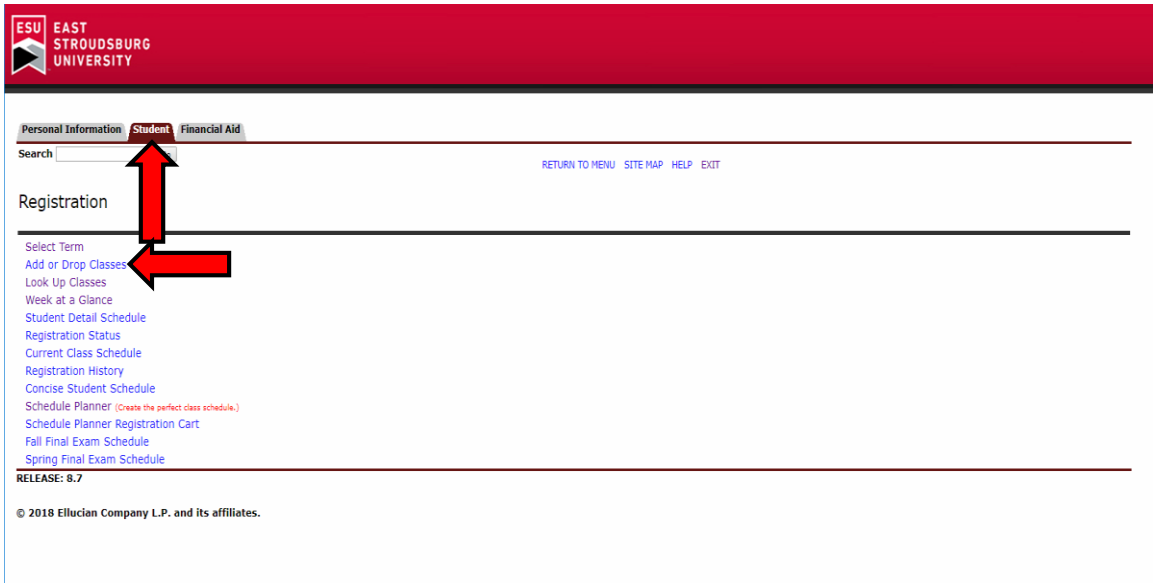
4. Under **Registration Tools**, click on **“Add or Drop Classes”**.



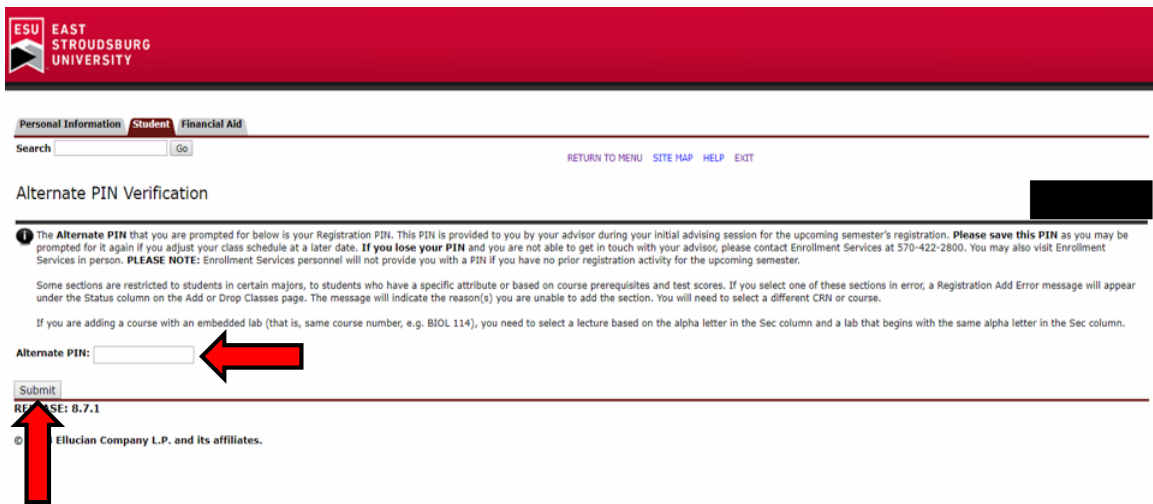
5. Select the term for the class which you would like to add, then press **submit**.



6. Select the **Student** tab at the top of the page. Then, select **“Add or Drop Classes”**.



7. Enter your PIN number given to you for registration of the current semester. Then, press **submit**.



8. Enter the CRN for the class you would like to add. Then, select **Submit Changes**.

Personal Information **Student** Financial Aid

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Search:   RETURN TO MENU SITE MAP HELP EXIT

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Add or Drop Classes [Redacted]

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**i** To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Some sections are restricted to students in certain majors, to students who have a specific attribute or based on course prerequisites and test scores. If you select one of these sections in error, a Registration Add Error message will appear under the Status column on the Add or Drop Classes page. The message will indicate the reason(s) you are unable to add the section. You will need to select a different CRN or course.

If you are adding a course with an embedded lab (that is, same course number, e.g. BIOL 114), you need to select a lecture based on the alpha letter in the Sec column and a lab that begins with the same alpha letter in the Sec column.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered via Web** on Mar 28, 2018	None	91922	HIST	113	1	Undergraduate	3.000	Standard	GN:	World History since 1500 (CHI G)
**Registered via Web** on Mar 28, 2018	None	92072	ECON	122	3	Undergraduate	3.000	Standard	GN:	Personal Finance (CEC G)
**Registered via Web** on Mar 28, 2018	None	92301	PHYS	161	A	Undergraduate	4.000	Standard	GN:	Physics I (BPH)
**Registered via Web** on Mar 28, 2018	None	92302	PHYS	161	A1	Undergraduate	0.000	Standard	GE:	Physics I Lab
**Registered via Web** on Mar 28, 2018	None	92698	BIOL	449	1	Undergraduate	3.000	Standard		Cell Biology
**Registered via Web** on Mar 28, 2018	None	93806	CHEM	315	2	Undergraduate	3.000	Standard		Biochemistry

Total Credit Hours: 16.000  
 Billing Hours: 16.000  
 Minimum Hours: 0.000  
 Maximum Hours: 18.000  
 Date: May 21, 2018 01:27 pm

Add Classes Worksheet

CRNs

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[ View Holds or Record Notification Messages | Change Course Options ]

RELEASE 7.1

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