How to register for classes using CRN’s

CRN’s are Course Registration Numbers that you have to have in order to register for classes this way. They are short digit numbers that appear next to the class when you are looking at what classes to take.

This is an example of a CRN: **92465**

To register using CRN’s it is crucial to have the list of CRN’s of the classes with you that you are planning on taking.

**Please have backups to these classes.** What happens most often is that a class fills up before you can register, and then you won’t be able to take that class. If you have backups, this allows you to still get classes you want to take.

1. Log on to www.esu.edu
2. On the top right corner select “MyESU”. This is how you will access your portal
3. Put in your username and password that you would use to log into any computer on campus (Single Sign-On).
4. When you are logged in, right under the logo on the left side of the screen, select the tab students.
5. Scroll down a little until you see the subheading “Registration Tools”
6. You will then see “Register using CRN”
7. **CLICK IT**
8. Select the term ‘Fall 2020’
9. You will see a long list of courses; don’t be intimidated.
10. Select **“Add or Drop Class” (The second option listed)**
11. When you click that, a screen will appear with 10 boxes at the middle-bottom of the screen.
12. This is where your list of CRN’s, which is where your list of CRN’s come in handy!!
13. In each box, type **ONE** CRN
14. When you have typed them all in, click submit changes at the bottom.