How to register for classes using the Schedule Planner

The schedule planner is a helpful way for students to really plan out, and see what their schedule will look like.

You must have your pin number from your advisor to register for classes.

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. Once 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. Select “Register Using the Scheduler Planner”
7. You will select what term you are picking classes for (Fall 2020) then you select what campus you want your classes on (Select Main Campus)
8. Make sure all the information at the top is correct then make sure that under the heading “Breaks” you change those to fill what you want.
9. Under the heading “Courses” select “Add Course”
10. Select what subject you want (i.e. Chemistry, Economics, Spanish)
11. Then go to course drop down and select what course from that subject you want to take.
12. When you have selected it, click Add course then click Done
13. This adds it to your planner!! Do this with all the classes you want to take.
14. Then when all your courses have been selected you will see them under the heading “Courses”
15. Scroll down and find the “Schedules” heading.
16. Click on “Generate Schedules” and it will create every schedule possible with those classes, times, and scheduled breaks you requested
17. Read through each schedule and select the one that fits you best!