Student Registration

Purpose: This document walks students through the process of registering for classes at Moody Bible Institute. It is designed for use by students in all of Moody’s different learning venues (Chicago, Spokane, online, regional classrooms, independent studies and modulars).

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1) The myMOODY Portal
The myMOODY website (my.moody.edu) is your portal, or gateway, to Moody Bible Institute information. This portal provides specific information according to your role(s) at Moody (i.e. student, faculty, staff, alumni, or applicant).

1. Type your User ID and Password in the appropriate fields and click the Sign In button (see red highlighted box to the right).

   If you do not know your User ID or Password, click the appropriate link below the sign on box for further instructions.
2. After logging in to the portal, click the Students tab. This page provides content specifically relevant to students.

3. To begin the actual registration process, click on the Student Center (see red highlighted box to the right).

2) The Student Center

Within the Student Center, you can manage your school-related activities such as Academics, Finances, Personal Information and Admissions.

1. Prior to registration, verify that no holds exist on your account. If holds are listed, you will not be able to sign up for any classes.

2. Check the Enrollment Dates to find your assigned preregistration time or to verify that registration is open for a specific semester.

3. John Doe does not have any holds, so he can proceed to enrollment by clicking the Enroll link.
4. On the next screen, select the term for which you want to enroll.

5. Click the **CONTINUE** button.

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3) The Shopping Cart

The shopping cart allows you to build a list of classes you would like to take. When your shopping cart is ready, you can register for the classes all at once. The shopping cart is saved automatically, so you can log out and resume the registration process at a later time. The shopping cart is available at any time, so you can start building a tentative schedule before registration actually opens.

1. To add a class to your shopping cart, click the **search** button.
2. On the search screen, provide details about the type of class you would like to add. There are four fields that you need to pay particular attention to.

   a. **Course Subject:**
      Choose the specific subject area of your class. Some subjects may not apply to both the graduate and undergraduate schools.

   ![Class Search Criteria](image)

   b. **Course Career:**
      Specify whether you are looking for undergraduate, graduate, or continuing education courses.

      **NOTE:** The subsequent search criteria are found by clicking the **Additional Search Criteria** box.

   ![Class Search Criteria](image)

   c. **Mode of Instruction:**
      Moody offers classes in several different formats. Choose the format you are looking for. “In Person” is the traditional classroom environment.

   ![Mode of Instruction](image)

   d. **Campus:**
      Choose the campus you would like to study at. “Main” is the Chicago campus. “International” is used for venues not tied to a specific campus, such as online or independent studies.

   ![Campus](image)

3. Once your criteria are set, click the **SEARCH** button.
4. Scroll through the search results to find the specific class you would like to add, then click its **select class** button.

Notice the **Open**, **Closed**, **Wait List** icons. Classes are marked with these icons to help you quickly determine current class availability.

Multiple sections of the same class are listed under the same class title.

5. The next screen displays the class details. Verify that the details are correct, and click **NEXT** to select this class.

**NOTE:** Pay close attention to make sure that you have not mistakenly chosen a course offered on a different campus or in a different format than intended.
6. You are now back at the Shopping Cart. This screen verifies the addition of your class to the Shopping Cart. From this screen, you can either search for more classes to add or proceed to Step 2 to complete registration.

If registration is open and you are ready to complete the process, click **PROCEED TO STEP 2 OF 3**. Otherwise, you can log out and return to your shopping cart to complete registration later.

7. The next enrollment step is to confirm the selection of your classes that are in your current Shopping Cart. If everything looks good, click **FINISH ENROLLING**. Otherwise, you can return to the previous screen to make adjustments.

**NOTE:** Be sure to review the status of each course before completing registration. It is possible that while they were in your shopping cart, courses may have closed or only have the wait list option. If joining a wait list, you will automatically be registered for that course when another student drops it and a spot for you becomes available.
8. The final enrollment step is to review the classes that you have selected to make sure that you were properly registered. **Classes that were successful will be marked with a green check mark.** Classes that produced an error will be marked with a red “X.”

9. Your registration is now complete. You may use the tabs across the top of the screen to review your schedule or to add, drop, or swap courses. You may also return to the main Student Center screen to review your billing information.

*Should you encounter any trouble during this registration process, please feel free to contact Moody’s registration hotline at 312-329-8052.*