How to Register in the Add/Drop Classes Screen in PAWS

1.) Enter your login credentials and login to PAWS. If you are having issues with that, click the link below the login that says, “Click Here for Help with Login?”

   User Login

   Please enter your Eastern Illinois University Net ID and password. When finished, select Login.
   Please Note: Net ID and password are Case Sensitive. Your Net ID is all lowercase.
   To protect your privacy, please Exit and close your browser when you are finished.

   **ETI Net ID:**
   **ETI Net Password:**

   [Login] [Click Here for Help with Login?]

2.) Once you are logged in, you should see this screen. From there, you should click Student (circled in the picture below.)

   [Personal Information] [Student] [Employee] [Financial Aid] [Training and Development] [MyHealth] [Proxy Menu]

   **Main Menu**

   Welcome, Abby K. Mann, to the PAWS Panther Access Web Service! Last web access on Apr 13, 2022 at 09:14 am

   [Personal Information] [Student] [Financial Aid] [Employee] [Reset Password]

   Student Admission checklist, Register, Apply/reapply for graduation, View your academic records, View current textbooks

   Financial Aid
   Apply for Financial Aid! View financial aid status and eligibility; accept award offers, and view loan applications.

   Employee
   Time sheets, time off, benefits, leave or job data, pay stubs, W2 and T4 forms, W4 data.

   Make a Payment
   [Reset Password]

   Change the password associated with your netid account.

3.) Once you have clicked on student, it will bring up the Student menu. From there, you will want to click on Registration (circled in the picture below.)
4.) You may see a screen regarding your Title 9 rights pop up. Scroll down to the bottom of the page and click continue.

5.) Once you’ve clicked continue, the Registration menu should come up. If you already know what classes you are registering for, you will want to click on Add/Drop Classes (circled below). This is only if you already know the CRNs. (If you do not, instructions on how to find them are featured at the end of these instructions.)

6.) Then, select the term you would like to register for. For the purpose of these instructions, I am registering for Spring of 2022.
7.) **If you are an undergraduate student** (This does not apply to IDS or Nursing students) (Graduate and postbaccalaureate students, please continue to the next step.) you will be prompted to enter an alternate pin. You get this pin from meeting with your advisor to be advised for the semester. If you are having trouble, first make sure you are entering the right pin for the term, as they are different from semester to semester, i.e., your spring pin will not help you register for fall classes.

8.) **You will then be taken to the add/drop classes page. It should look something like this.** (This is my personal PAWS so I am already registered for some classes.)
9.) From there, you can enter the Course Registration Numbers if you know them, and hit the register/submit changes, and you should receive a screen prompt informing you that you **web registered**. If you receive an error message, please proceed to the FAQ at the end of this document. If you don’t know the CRNs for your courses, please proceed to step 10.

10.) If you DO NOT know the CRNs, you can click the “Class Search button,” circled in the picture below.
11.) You will then be redirected to the look up classes screen.

12.) From here, you can select the subject you want to take a class in and click course search (circled below). For the purposes of this training, I will be selecting an accounting class.
13.) From there, you will get a list of all the courses being offered for that department for that term. It should look something like this:
### Look Up Classes

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Title</th>
<th>View Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>3200</td>
<td>Intermediate Fin Accounting I</td>
<td></td>
</tr>
<tr>
<td>3250</td>
<td>Intermediate Fin Accounting II</td>
<td></td>
</tr>
<tr>
<td>3300</td>
<td>Management and Cost Accounting</td>
<td></td>
</tr>
<tr>
<td>3750</td>
<td>Gov't and Nonprofit Accounting</td>
<td></td>
</tr>
<tr>
<td>3900</td>
<td>Accounting Information Systems</td>
<td></td>
</tr>
<tr>
<td>4400</td>
<td>Federal Income Taxation I</td>
<td></td>
</tr>
<tr>
<td>4500</td>
<td>Advanced Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>4700</td>
<td>Auditing/Assurance Services</td>
<td></td>
</tr>
<tr>
<td>4800</td>
<td>Federal Income Taxation II</td>
<td></td>
</tr>
<tr>
<td>5100</td>
<td>Special Topics in Accounting</td>
<td></td>
</tr>
<tr>
<td>5450</td>
<td>Legal Envir of Accounting</td>
<td></td>
</tr>
</tbody>
</table>

14.) From there, you can click “view sections.” You will get a screen that looks like this. Here you can view all the specific course information such as the CRN, section number, number of credit hours, and dates and times the class is offered. Check the box under the select portion, and you can either register for each class individually or “add to worksheet” to do it all at once. And you’re all done!
FREQUENTLY ASKED QUESTIONS (FAQ)

I keep getting error messages when I try to register, what should I do?

Contact the department for the class you are trying to register for. You will have to contact each department for each class you are having issues registering for.

It says my account has holds and I cannot register. How can I get those lifted?

Contact the office your hold is with, if you cannot figure out who to contact, give us a call and we can transfer you to the appropriate office.

How can I be sure I registered correctly?

Log out of PAWS, then log back in and check under Add or Drop classes. That should list all courses you are enrolled in for that term.