

## 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.

EIU Net ID:

EIU 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.)

The screenshot shows the PAWS Panther Access Web Service Main Menu. At the top, there is a navigation bar with the following items: Personal Information, Student, Employee, Financial Aid, Training and Development, MyHealth, and Proxy Menu. Below the navigation bar is a search bar with a "Go" button. The main content area is titled "Main Menu" and includes a welcome message: "Welcome, Abby K. Mann, to the PAWS Panther Access Web Service! Last web access on Apr 13, 2022 at 09:14 am". Below the welcome message is a list of menu items with descriptions:

- Personal Information: Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
- 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, paystubs, W2 and T4 forms, W4 data.
- Make a Payment
- [Reset Password](#): Change the password associated with your netid account.

The "Student" menu item is circled in blue in the original image.

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.)

Search  Go

## Student

### Registration

Check your registration status, class schedule and add or drop classes

### Student Records

View grades, transcripts, degree audit and account summary, **view and update emergency contacts**

### Student Account

View your account summaries, holds, statement/payment history and tax information

### [Student Parking Permits and Citations](#)

Buy Parking Permits or pay Citations.

### Textbook Rental Service

View your textbook information for the current term.

### Apply for Graduation

Apply for graduation or modify a previous application.

### EIU MyHealth Tab

Access AlcoholEdu & Healthy Panther Portal, check student insurance eligibility, print insurance card.

### Housing and Dining

Complete online room and board contract

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.)

Search  Go

## Registration

Students adding courses after the Census Date (10th day of the semester) should contact the Financial Aid Office to find out whether or not the cost

Voter Registration Information - Forms are available online at <http://www.eiu.edu/mandatedinformation/voter.php>

**Add or Drop Classes**

Look Up Classes

Week at a Glance

Student Detail Schedule

Registration Fee Assessment

Registration Status

Active Registration

Registration History

**Schedule Planner New!!!**

Create the perfect class schedule.

Schedule Planner Registration Cart

6.) Then, select the term you would like to register for. For the purpose of these instructions, I am registering for Spring of 2022.

Search

## Registration Term

Select a Term:

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.**

Search

## Alternate PIN Verification

Please enter your Alternate PIN to access registration.

Alternate PIN:

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.)

Search

## Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop or waitlist a class, use the options available in the Action pull-

Select an Attribute Type to find locations where courses are offered. Once you have clicked "Class Search" click on a CRN link and view which the course meets.

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Registered** on Apr 06, 2022	None	96404	NTR	5600	001	Graduate	3.000	Standard Letter	Research Methods in Nutrition a
**Web Registered** on Apr 11, 2022	None	95374	NTR	5150	001	Graduate	3.000	Standard Letter	Medical Nutrition Therapy

Total Credit Hours: 6.000  
 Billing Hours: 6.000  
 Minimum Hours: 0.000  
 Maximum Hours: 16.000  
 Date: Apr 13, 2022 09:36 am

## Add Classes Worksheet

**CRNs**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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.

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## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Apr 06, 2022	None	96404	NTR	5600	001	Graduate	3.000	Standard	Letter	Research Methods in Nutrit
**Web Registered** on Apr 11, 2022	None	95374	NTR	5150	001	Graduate	3.000	Standard	Letter	Medical Nutrition Therapy

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
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Date: Apr 13, 2022 09:36 am

## Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes **Class Search** Reset

11.) You will then be redirected to the look up classes screen.

## Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, b

**Select an Attribute Type to find locations where courses are offered. Once you have clicked "Class Search" click the course meets.**

**Subject:** Accounting  
African-American Studies  
American Sign Language  
Anthropology  
Art  
Biological Sciences  
Business  
Business Administration  
Career and Technical Education  
Chemistry

Course Search **Advanced Search**

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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.

## Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, b

**Select an Attribute Type to find locations where courses are offered. Once you have clicked "Class Search" click the course meets.**

**Subject:** Accounting  
African-American Studies  
American Sign Language  
Anthropology  
Art  
Biological Sciences  
Business  
Business Administration  
Career and Technical Education  
Chemistry

Course Search    Advanced Search

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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

Fall 2022		
Accounting		
3200	Intermediate Fin Accounting I	<a href="#">View Sections</a>
3250	Intermediate Fin Accounting II	<a href="#">View Sections</a>
3300	Management and Cost Accounting	<a href="#">View Sections</a>
3750	Gov't and Nonprofit Accounting	<a href="#">View Sections</a>
3900	Accounting Information Systems	<a href="#">View Sections</a>
4400	Federal Income Taxation I	<a href="#">View Sections</a>
4500	Advanced Financial Accounting	<a href="#">View Sections</a>
4700	Auditing/Assurance Services	<a href="#">View Sections</a>
4800	Federal Income Taxation II	<a href="#">View Sections</a>
5100	Special Topics in Accounting	<a href="#">View Sections</a>
5450	Legal Envir of Accounting	<a href="#">View Sections</a>

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!

Search

## Look Up Classes

### Sections Found

#### Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
<input checked="" type="checkbox"/>	<a href="#">90020</a>	ACC	3200	001	M	3.000	Intermediate Financial Accounting I	MW	01:00 pm-02:15 pm

## 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.