HOW TO

ENTER A PERMISSION NUMBER

1. Log into MyU.
2. Select the My Academics tab, then the Registration sub-tab.
3. Click Register (Shopping Cart).
4. Select the appropriate term.
5. Add the exact class for which you have a permission number by either entering the five-digit number or by searching.
6. Confirm that you have the correct class and select your enrollment preferences.

7. Enter the permission number you were given, then click Next.

8. Click Proceed to Step 2 of 3.
9. Confirm your class selection and click Finish Enrolling.

10. View the results of your request. A green check mark indicates you are successfully enrolled in the class.