LAKE SUPERIOR STATE UNIVERSITY

How to Register using Anchor Access
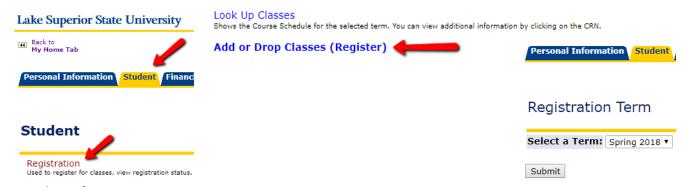
Logging in to My.LSSU.edu

Go to http://my.lssu.edu. Enter your username and password, found in your acceptance letter, and click Login. If you do not know your LSSU username and password, please contact the Registrar's Office at 906-635-2682.

LAKE SUPERIOR STATE UNIVERSITY — *My.LSSU*

Secure Access Login.

User Name: [   ]

Password: [••••••••]

[Login] [Cancel]

Having problems logging in? Click here.

Navigating Anchor Access

After logging in, choose Anchor Access, found in LSSU Web Services. Click the **Student tab**, select **Registration**, then select **Add or Drop Classes (Register).** Choose the term you wish to register for and click submit. For help selecting a class schedule, please see your academic advisor.

LSSU Web Services

Anchor Access
Register for Classes
View Grades
View Academic Transcript
View/Accept Financial Aid
Pay Tuition
Banner Self-Service
Anchor Access Assistance

Lake Superior State University

Back to My Home Tab

[Personal Information] [Student] [Financ]

Student

Registration
Used to register for classes, view registration status,

Look Up Classes
Shows the Course Schedule for the selected term. You can view additional information by clicking on the CRN.

Add or Drop Classes (Register)

[Personal Information] [Student]

Registration Term
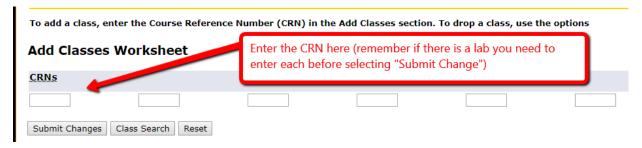
Select a Term: [Spring 2018 ▼]

[Submit]

Registering for Classes from the Add or Drop Classes Page:

If you know the Course Reference Number (CRN – 5 digit number):

- Enter the CRN in the boxes below Add Classes Worksheet (you can enter multiple CRNs at one time, one per box)
- Select Submit Changes to register

To add a class, enter the Course Reference Number (CRN) in the Add Classes section. To drop a class, use the options

Add Classes Worksheet

Enter the CRN here (remember if there is a lab you need to enter each before selecting "Submit Change")

CRNs

[   ] [   ] [   ] [   ] [   ] [   ]

[Submit Changes] [Class Search] [Reset]

If you don't know the CRNs, there are three options you can choose to register:

-OVER-

1) Class Search Option (search all sections by Subject):

- Select the Class Search button
- Select Subject from the list (i.e. Communication)
- Click Course Search, then View Sections
- Click the Select box next to the section(s) you want, then click Register
- Continue until you are registered for all needed courses

2) Advanced Course Search Option (search by Subject or Course):

- Select the Class Search button, then Advanced Search
- Select your subject or enter course # (i.e. COMM 101)
- Click Section Search, check box next to the section(s) you want, then click Register
- Continue until you are registered for all needed courses

3) Add to Worksheet Option:

- Use either Class Search or Advance Course Search to find course
- Choose Select box next to the section(s) you want; click Add to Worksheet
- The CRN is added to the Add/Drop Classes page
- Continue searching and adding courses to the worksheet
- When you are done adding courses, click Submit Changes to register

Printing and Viewing Your Class Schedule

Using the blue links on the bottom of the Add or Drop Classes page, you can select different viewing and printing options of your schedule.

Common Registration Errors:

PREQ and TEST SCORE-ERROR: This error indicates that you do not have the correct prerequisite requirements to register for this course. To view the prerequisite requirements, click on CRN, then click on View Catalog Entry. All requirements are listed. If you would like to be registered regardless of the prerequisite requirement, you will need to talk to the instructor. Only the instructor can complete an Instructor Override allowing you to register.

LINK ERROR: L2 REQUIRED: Many courses have both a lecture and a laboratory component. The lecture and laboratory sections are "linked" together. To register for a course containing both a lecture and laboratory, you will need to add both CRN's on the Add Classes Worksheet, then click Submit Changes. **For other registration errors please see our Common Registration Errors Worksheet.**

Helpful Web Links

- **Home Page:**   https://www.lssu.edu/
- **My.LSSU:**   https://my.lssu.edu/cp/home/displaylogin
- **Course Scheduling Information:**   https://www.lssu.edu/registrar/scheduling/
- **Common Registration Errors:**   http://www.lssu.edu/wp-content/uploads/2017/05/adderrors.pdf

If you run into problems or have any questions, please call the Registrar's Office at (906) 635-2682, or send an email to: registrar@lssu.edu. We are here to help.