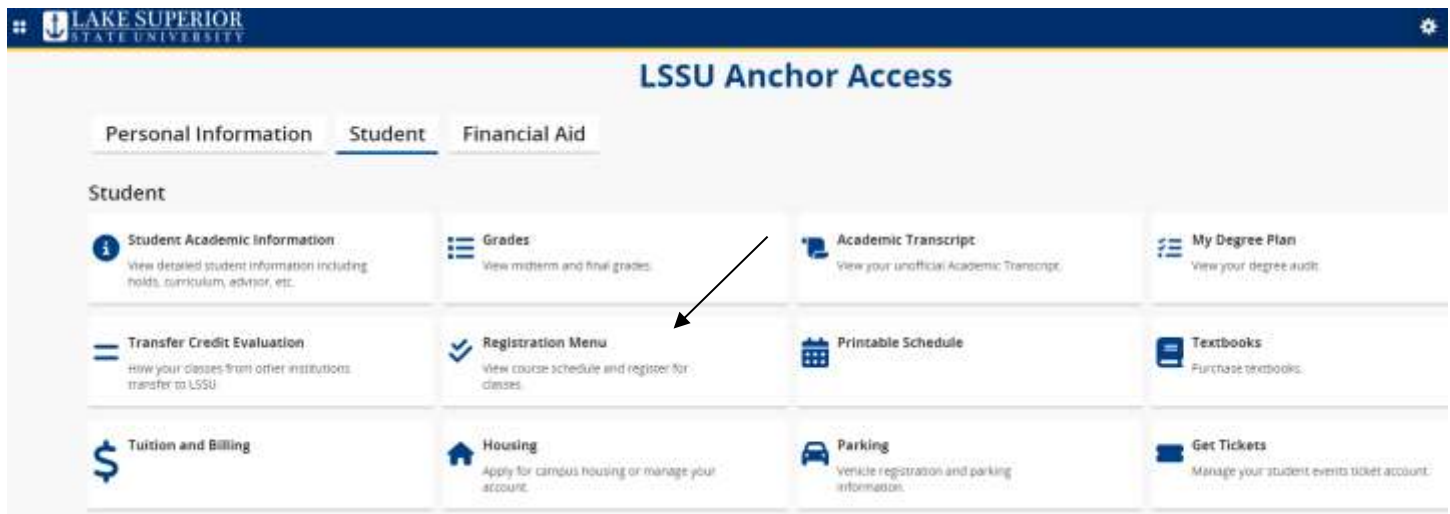




How to Register using Anchor Access

Logging in to My.LSSU.edu Go to <http://my.lssu.edu>. Enter your username and password, found in your acceptance letter, and click Sign In.

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

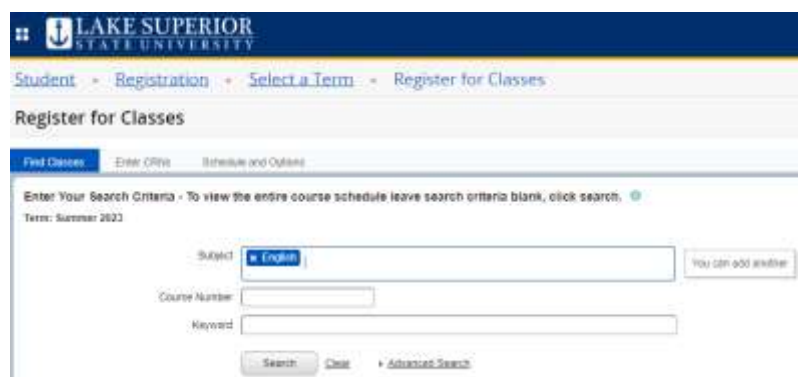


Registration

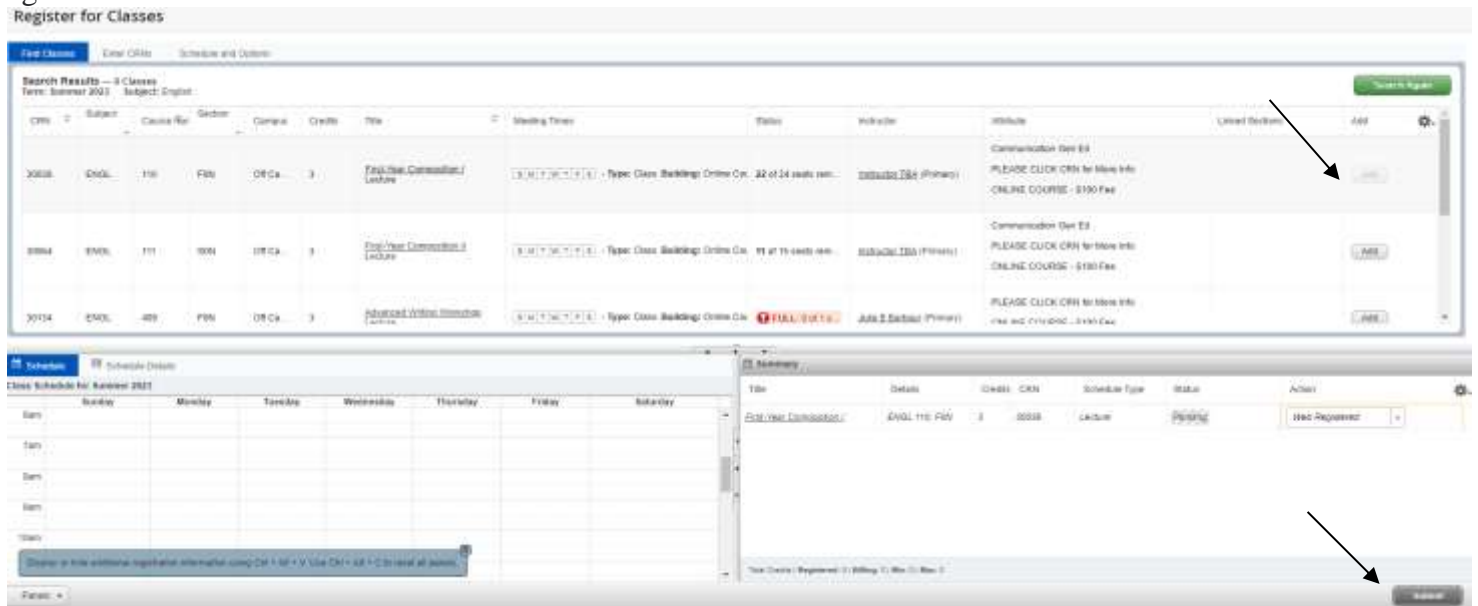


Find Classes Tab:

To search entire course schedule offerings click Search. To refine your search, select a subject(s) from the drop down box, click search. The next two images show an example of searching for English courses.



To register for courses, click the “Add” Button on the right of the course listing. This adds the courses to your summary. To complete the registration click “Submit” (lower right corner). Click Search in upper right hand corner to search again.



Enter CRNs Tab:

- Use Find Classes to find CRNs
- Enter the CRN directly into the box, click “Add to Summary” button
- Continue adding CRNs to the Summary box. When you are done adding courses, click the “Submit” to register.



Common Registration Errors:

Prerequisite 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 Course Description. 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.

Linked course required (Laboratory): 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](#).

Printing Your Schedule:

A printable version of your schedule is available on the Main Student Menu. You can also view and print your schedule using the Schedule and Options tab on Register for Classes page.

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.