

How to Register using Anchor Access

Logging in to My.LSSU.edu FAFSA IS OPEN! FILE AT: FAFSA.gov Sign in to your account Go to http://my.lssu.edu. Enter your username and password, found in your LSSU CODE: 002293 acceptance letter, and click Sign In. LSSU Web Services . Anchor Access Register for Classes, Vew Grades, Vew Academic Trenscript Versidocest Enercial Aid, Pay Tutton **Navigating Anchor Access** Course Schedule Offerings After logging in, choose Anchor Access, found in LSSU Web Services Card. Click the **Student Tab**, select **Registration Menu**, Anodie then select Register for Classes. Choose the Important Dates term you wish to register for and click "Continue". For help selecting a class schedule, please see your academic advisor. # JLAKE SUPERIOR LSSU Anchor Access Personal Information Student **Financial Aid** Student Grades Academic Transcript TE My Degree Plan Student Academic Information view detailed student information including rokds, spiniculum, advisor, etc. View your unofficial Academic Transcript. view midterm and firial grades View your degree audit S Tuition and Billing 🎸 Registration Menu Transfer Credit Evaluation Textbooks How your classes from other anathoticms transfer to USSU. view poorte schedule and register for Purchase reintbooks chisaes Registration A Parking Get Tickets Prepare for Registration View registration status, update student term data, and complete pre-registration requirements Browse Classes Looking for classes? In this section you can browse classes you find interesting Register for Classes Search and register for your classes. You can also view and manage your schedule View Registration Information View your past schedules and your ungraded classes AKE SUPERIOR

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"**.

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** (right corner).

Click Search in upper right hand corner to search again.

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Enter CRNs Option:

- 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.

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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.

Schedule and Options

Using the tab Schedule and Options tab on Register for Classes page, you can see viewing and printing options for vour schedule.

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Register for	Classes								
Find Classes	Enter CRNs Schedule a	nd Options							
Summary Term: Spring 2023									
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Dropping a Course:

To drop a course from your schedule, Click the Student tab, select Registration Menu, then select Register for Classes. Choose the term you wish to drop a course from and click continue. Your Schedule is located on the lower right hand corner of the screen. For mobile devices click on the Summary Tab. Under the action column click the drop down menu, and select "Drop Online with N Grade" then click Submit.

Important note: You are unable to drop your last class online after the first day of classes. To drop your last class please contact the Registrar's Office at (906) 635-2682, or send an email to: registrar@lssu.edu.

Helpful Web Links

- Home Page: https://www.lssu.edu/
- **My.LSSU:** https://my.lssu.edu/cp/home/displaylogin ٠
- Course Scheduling Information: https://www.lssu.edu/registrar/scheduling/

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.

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