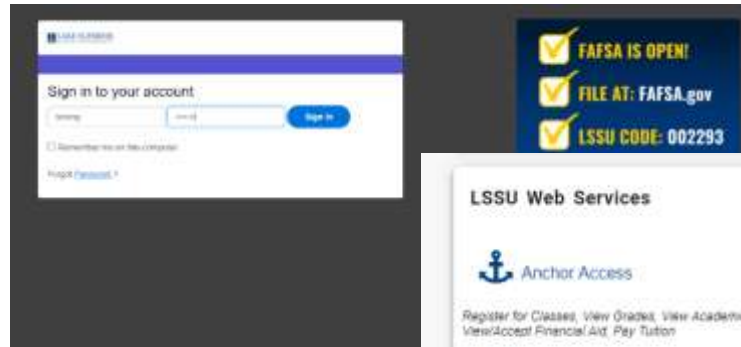




How to Register using Anchor Access

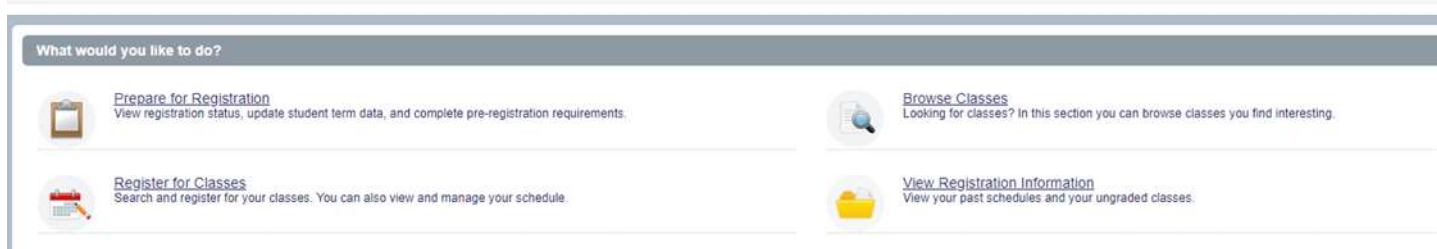
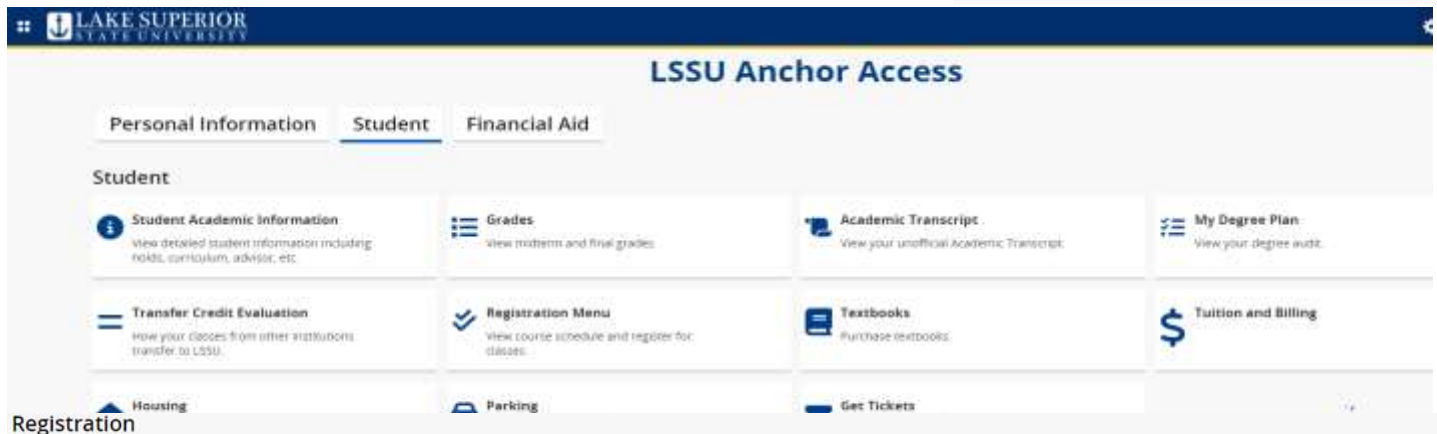
Logging in to My.LSSU.edu

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 **“Continue”**. For help selecting a class schedule, please see your academic advisor.

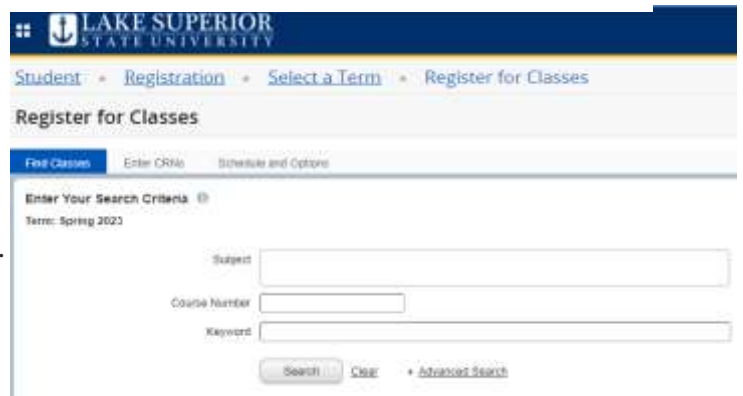


Find Classes Tab:

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.



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.



The screenshot shows the 'Register for Classes' page on the Lake Superior State University website. The page has a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below the navigation bar, there are three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Enter CRNs' tab is selected. The main content area is titled 'Enter Course Reference Numbers (CRNs) to Register' and includes a text input field for 'CRN', a '+ Add Another CRN' link, and an 'Add to Summary' button. The term is set to 'Spring 2023'.

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 your schedule.



The screenshot shows the 'Register for Classes' page on the Lake Superior State University website. The page has a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below the navigation bar, there are three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Schedule and Options' tab is selected. The main content area is titled 'Summary' and includes a table with the following data:

Title	Details	Credits	CRN	Schedule Type	Grade Mode	Level
Principles of Accounting I	ACTG 132, 001	4	20001	Lecture	Standard Letter	Undergraduate

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>
- 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.