

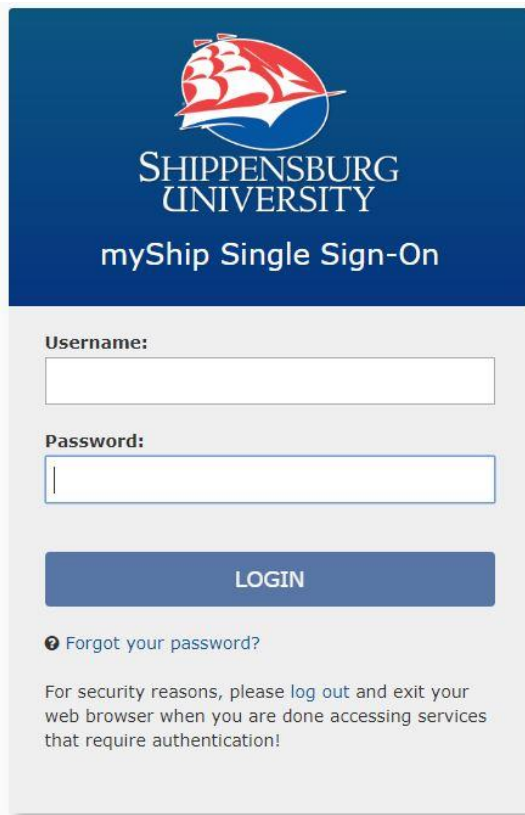
## How to Register for Courses in myShip

### For Departments/Dean's Offices to use for Transfer Students

1. **Register** using myShip at <https://portal.ship.edu>.
2. **Log on** using your User ID and password. You will need an Alternate PIN #, which you will receive from your department/advisor/dean.
3. Click on the **Student Tab** and **My Academics** from the menu.
4. Under Registration Tools, click on **Register for Classes (Add, Drop or Withdraw from Classes)**
5. Select appropriate term in **Terms Open for Registration:** dropdown box.
6. Click **Continue**.
7. Search for the courses you would like to view. You may search by **Subject, Course Number, Title, Level, Attribute, or Advanced Search**.
8. Once parameters are selected, click **Search** to view sections being offered
9. Select the section for which you wish to register by clicking the **Add** button on the right side of the screen
10. Review your **Summary** and the **Schedule** panels- courses not yet submitted will appear gray on the schedule layout
11. When the schedule is submitted, status will indicate "Registered" in **Summary** panel and appear in color in **Schedule** panel
12. Continue searching for and adding courses until finished.
13. Print or email yourself a copy of your schedule under **Schedule and Options** tab
14. **Sign out** of the session when finished.
15. **Close the window** to insure no one can use the back button to enter your record.

## Sign In to myShip

Login to <https://portal.ship.edu>.



The image shows a login form for Shippensburg University's myShip system. At the top, there is a blue header with the university's logo (a red and white sailboat) and the text "SHIPPENSBURG UNIVERSITY" and "myShip Single Sign-On". Below the header, there are two input fields: "Username:" and "Password:". A blue "LOGIN" button is positioned below the password field. Underneath the button, there is a link for "Forgot your password?". At the bottom of the form, there is a security notice: "For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!"

Click on the **Student** tab and **My Academics**.



The image shows a navigation menu for the "STUDENT" section. The menu is displayed as a vertical list of items, each in a white box with a blue border. The items are: "My Academics", "Paying for College", "Ship Life", "Ship Services", and "Student Employee". The "STUDENT" header is in a dark blue box at the top. Below the menu, there is a footer area with the text "Please provide suggestions and feedback".

Under **Registration Tools**, click **Register for Classes**.

### Registration Tools

[Prepare for Registration](#)

[Check Holds](#)

[Browse Classes](#)

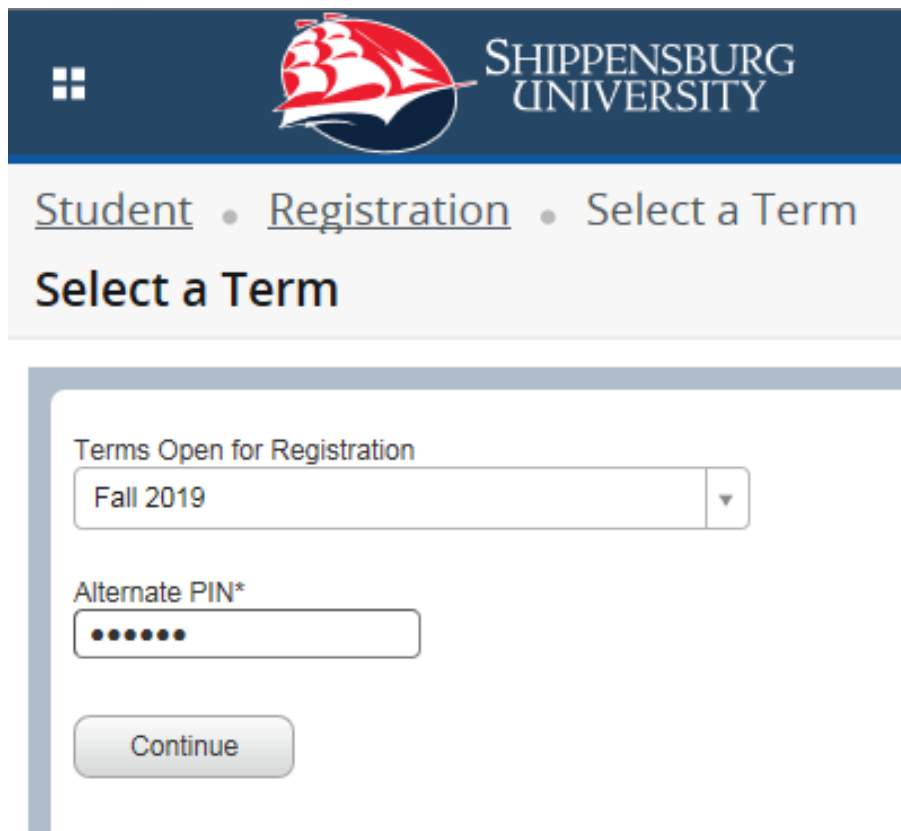
[Register for Classes \(Add, Drop or Withdraw from Classes\)](#)

[View your class schedule\(s\)](#)

### Enter your Alternate PIN

You will be prompted to enter your Alternate PIN when adding courses to your schedule.

Select the term, enter your pin, click **Submit**.



The screenshot shows the top navigation bar of the Shippensburg University website, featuring a logo and the text "SHIPPENSBURG UNIVERSITY". Below the navigation bar, the breadcrumb trail reads "Student • Registration • Select a Term". The main heading is "Select a Term". The form contains a dropdown menu for "Terms Open for Registration" with "Fall 2019" selected. Below this is a text input field for "Alternate PIN\*" with six dots representing masked characters. A "Continue" button is located at the bottom of the form.

Student • Registration • Select a Term

## Select a Term

Terms Open for Registration

Fall 2019

Alternate PIN\*

.....

Continue

Search for the courses you would like to view. You may search by **Subject, Course Number, Title, Level, Attribute, or Advanced Search.**

Once parameters are selected, click **Search** to view sections being offered

Find Classes Enter CRNs Schedule and Options

### Enter Your Search Criteria ?

Term: Fall 2020

Subject

Course Number

Title

Level

Attribute

Open Sections Only

Keyword

[Clear](#) [▶ Advanced Search](#)

You will see your courses added to your Current Schedule.

**BEFORE SELECTING SUBMIT**

Title	Details	Hour	CRN	Schedule	Status	Action
Fundamentals of E...	ACC 200, 02	3	65065	Lecture	Pending	Registered through...
A Cultural Approach	CHM 103, 03	3	65683	Lecture	Pending	Registered through...
Foundations of Bus...	BSN 101, 07	2	65039	Lecture	Pending	Registered through...
General Psychology	PSY 101, 04	3	65256	Lecture	Pending	Registered through...

**AFTER SELECTING SUBMIT**

Title	Details	Hour	CRN	Schedule	Status	Action
Fundamentals of E...	ACC 200, 02	3	65065	Lecture	Registered	None
A Cultural Approach	CHM 103, 03	3	65683	Lecture	Registered	None
Foundations of Bus...	BSN 101, 07	2	65039	Lecture	Registered	None
General Psychology	PSY 101, 04	3	65256	Lecture	Registered	None

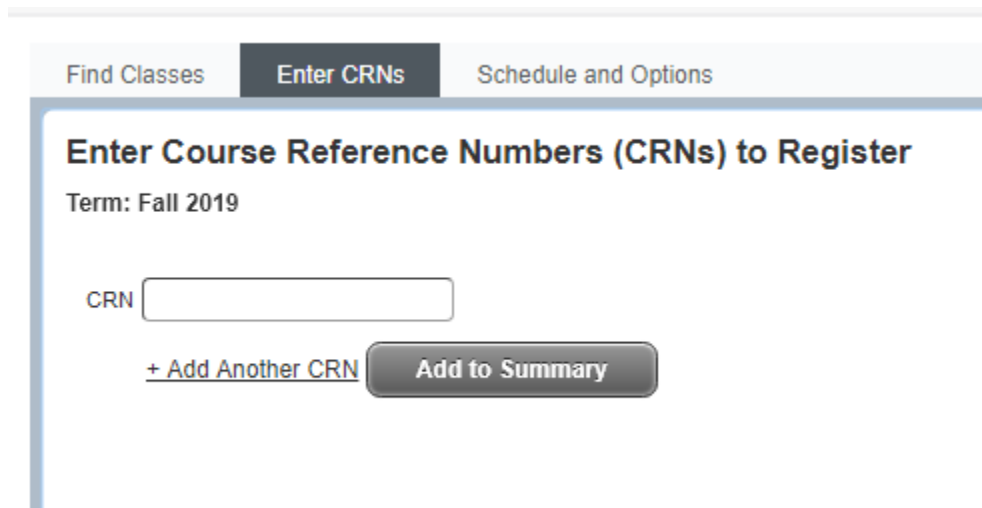
To continue to register for courses, click on **Search Again**.

**Search Again**

**Add**

## Adding Courses When You Know the CRNs

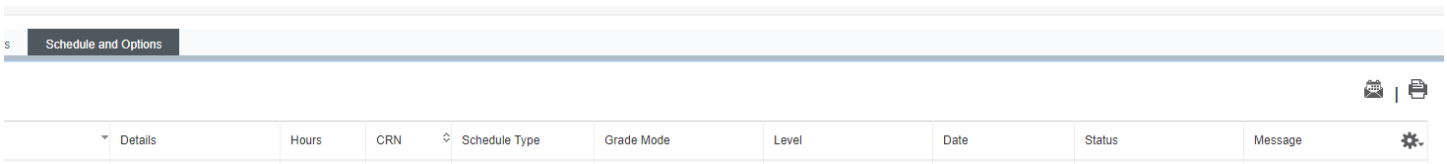
If you already know your course's CRN, enter it on the **Enter CRNS** and click **Add to Summary** and click **Submit**



The screenshot shows a web interface with three tabs: "Find Classes", "Enter CRNs" (which is active), and "Schedule and Options". Below the tabs, the heading reads "Enter Course Reference Numbers (CRNs) to Register". Underneath, it says "Term: Fall 2019". There is a text input field labeled "CRN" with a cursor inside. Below the input field, there is a link that says "+ Add Another CRN" and a dark grey button labeled "Add to Summary".

The new course should now appear in your list of courses

Print or Email your schedule using **Schedule and Options Tab**



The screenshot shows the "Schedule and Options" tab. At the top right, there are icons for a calendar and a printer. Below that is a table with the following columns: Details, Hours, CRN, Schedule Type, Grade Mode, Level, Date, Status, and Message. A gear icon is located at the bottom right of the table.

Details	Hours	CRN	Schedule Type	Grade Mode	Level	Date	Status	Message
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***If you have any questions and are in Exploratory Studies, contact your dean's office.  
Otherwise, contact the department under which your major resides.***