

Name:

Date:

### Forecasting for CEO - Winter 2017

CEO Courses:

<b>CRN#</b> Ex. 356801	<b>Course Name</b> Ex. MTH 111 - College Algebra	<b>Days</b> Ex. M / W	<b>Times</b> Ex. 1 - 2:20	<b>Credits</b> Ex. 4.0

CMC Course Requests:

<b>Course Name</b>	<b>Period Requested</b>

Notes:

### Searching for CEO Courses:

1. Login to your MyClackamas Account
2. Click on "Registration" on the left-hand side of your screen
3. Click on "Search for Sections" in the drop down menu
4. Select the term in the drop down menu: "Spring Term 2016"
5. Select a "Subject" from the drop down menu - leave all other fields blank except "Course Number" if you know the course number. For example: 121 for WR-121.
6. Scroll down and hit "Submit"
7. This will show you all available sections (CRN#'s, days, times, location, instructor info) in the selected subject area for spring term.

### CEO Course Registration Steps:

1. Login to your MyClackamas Account
2. Click on "Registration" on the left-hand side of your screen
3. Click on "Express Registration" in the drop down menu
4. In the "Synonym" box, enter the 6-digit CRN# for the course(s) you have selected - LEAVE ALL OTHER BOXES BLANK. Just put the CRN#'s in the "Synonym" column.
5. Scroll down and click "Submit."
6. On this screen there should be a drop down menu next to the courses you submitted. Click on the drop down menu for each course and select "RG - Register" for each course.
7. Scroll down and click "Submit."
8. To double check your work, click on "Account Information" on the left-hand side of your screen.
9. Select "My Class Schedule"
10. Select Term "Spring 2016" and hit "Submit"
11. If you see your courses, you are good to go! If not, you are NOT registered. Try again and/or reach out for help.