

## AP Self Service - Log In, Search for Classes and Register




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pco g  
PASSWORD: The first time only will be your  
**(Birth month, day and year = 6 digits -  
mmddyy)**  
Then Click on : **Login**

Home Life Library Help Web Self Service **Work** Banner My Tab

Click on the tab : **Web Self Service**

1. Click on this tab at top: "**Student**"
2. Under this tab Click on "**Registration**"
3. Click on: "**Add or Drop Classes**"
4. Click on : "**Select Term**" Select the appropriate term (Fort Campbell Terms will have FC as part of the term name) and Click "**Submit**"
5. Enter "**Alternate PIN**". (Remember: Your Alternate PIN will be required any time you make adjustments to your schedule.) Click on **Submit**.
6. Enter your CRN numbers from select courses. If you don't know the numbers to enter you can click on Class Search tab below.

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

### Add Classes Worksheet



7. The Look Up Classes page will appear, select a subject then click on **Class Search**
8. On the left side of the CRN numbers there is a check box for selection.
9. Select the box or boxes of course and click on **Register or Add to Worksheet**
10. If you have selected all courses you want, then click on **Submit Changes**
11. The status of your registration will show on the Add or Drop Classes page.
12. To view your detailed schedule, click on Return to Menu, then on Student Detail Schedule.

### Confirming your Registration

- Click on Student Account, choose "Account Detail for Term/Confirm Enrollment/Credit Card Payment" Choose "**Yes, I will attend**". You will then see "**Your registration has been confirmed. Your confirmation number is xxxx.**"
- If you **do not** have a zero balance, you will be prompted to pay and then you will see "**Your registration has been confirmed. Your confirmation number is xxxx.**"
- If you choose "**No, I will not be attending.**" you will then see "**You have chosen not to attend (Specific Term Given). Your classes will be deleted.**"