IONLINE Registration Instructions

Remember – you will not be allowed access to the registration functions until you have met with your academic advisor for any given registration period.

When registering for classes using IONLINE, please follow the steps below:

1) Logon to your IONLINE account from the main page of the Institute’s website (see below – click LOG IN and select IONLINE from the menu).

2) You will then be brought to the IONLINE Student Information System. Click on Log In in the upper right corner of the screen.

3) Use your IONLINE User Id and Password to login. Your User Id should be lastname-first initial e.g. smithj.
4) Once you have logged in, choose “IONLINE for Students”. This will bring you to the main menu. Once you are logged on and are in the “IONLINE for Students” section, choose “Register for Sections” under the “Registration” category.

5) You will be directed to the screen shown below. Here you will choose “Search and Register for Sections”.

![Screen shot of the IOnline Student Information System showing the registration section](image_url)
6) You will be directed to the screen shown below. Please select a term here. If you want to narrow your selections, choose Subject as well. Click “Submit” at the bottom of the page once you have made your selections.

![Search/Register for Sections]

7) You will be directed to the screen shown below. Here you can select all courses that you will be registering for by clicking the check box in the “Select” column. Click “Submit” at the bottom of the page once you have made your selections.

![Section Selection Results]
8) You will be directed to the screen below. Classes that you selected on the previous screen are now listed under “Preferred Sections”. You will now need to choose an action for each course that you are attempting to register for. You can do this for all sections at once or you can select actions course by course. Course by course is the best method if you are taking a class pass/fail or for audit. Always remember to double check credit values here. Some courses are variable credit and the correct credit amount would need to be included here under “Credits” before you click submit for the final time. Once you have chosen the correct action for each of your preferred sections, click on “Submit” at the bottom of the page.

Once you click submit, you will be directed to a confirmation screen that will display a confirmation of your chosen actions for all preferred courses. If there are any problems, you will receive the appropriate error response. Once your registration is confirmed, an email will be sent to your primary IHP email address confirming your action. At this point, you will be registered for classes for the term chosen.

Important note: If there is a hold on your record for any reason, you will not be allowed access until you have cleared that hold.