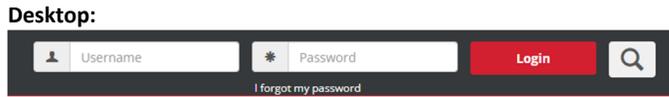
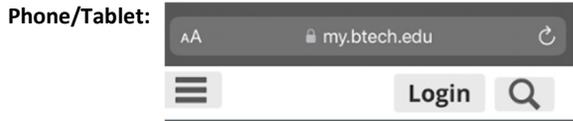
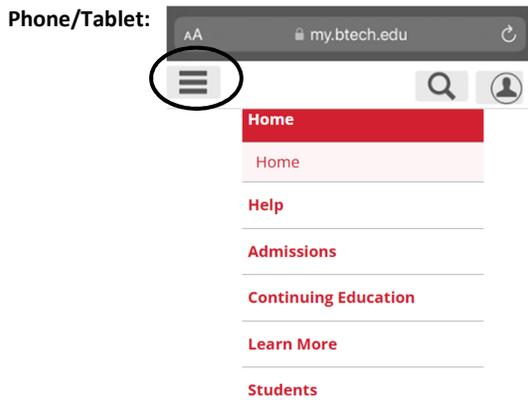


Registration Help

1. Log in to my.btech.edu. Your BTECH ID number is your username.
 - o Forgot your password? Select "I forgot my password" and follow the prompts to recover a new password.

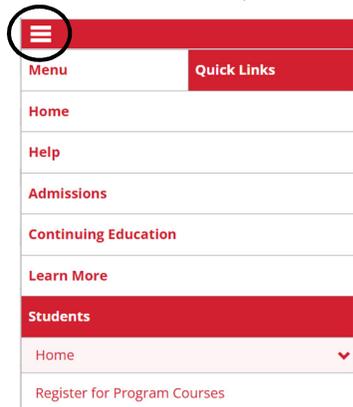


2. Once logged in, select the Students tab.

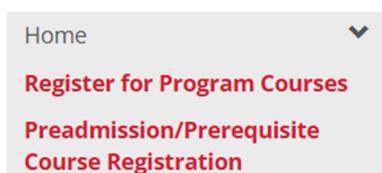


3. Select "Register for Program Courses".

Phone/Tablet: Click the three bars to open the "Menu".



Desktop: Located on the left side in the Students' Home menu.



4. Select "View All Details" underneath "Register Here".



5. Your Course Requirements list will populate. Find your desired course and select "See Available Courses".

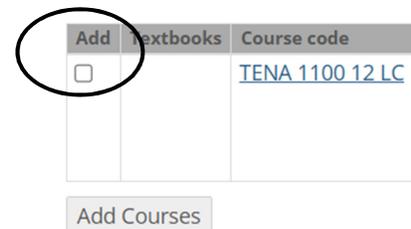
Undecided

Course Requirements

Req	Description	Status	Course	Course Title
HSGN1002	Phlebotomy (Required)	Required	See available courses...	
TEEM1011	Emergency Medical Technic (Required)	Required	See available courses...	
TEEM1201	Advanced EMT (Required)	Required	See available courses...	
TENA1100	Nursing Assistant (Required)	Required	See available courses...	

[Advising Worksheet Report PDF](#)

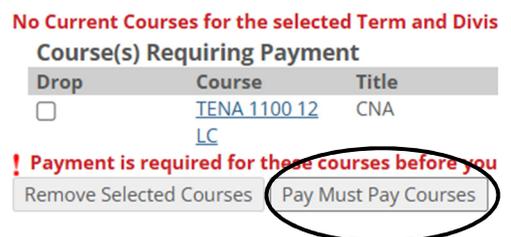
6. Place a checkmark in the "Add" box next to your course. Select "Add Courses". Be sure to select the course with the desired dates and times.



- o If this is your first time registering, you will be prompted to submit an online agreement form and a personal update form to continue with registration.

***Your spot in the course is not reserved until you complete these two forms.**

7. Your course is now "Reserved". Select "Pay Must Pay Courses" and follow prompts for payment to complete registration and secure your spot in the class.



If you need to make arrangements for payment and/or sponsorship, your course will be "Reserved" for three calendar days. Contact Student Services by calling 435-753-6780 or email studentservices@btech.edu.

BLS CPR Prerequisite Course Registration

*Nursing Assistant Requirement

1. Select "Preadmission/Prerequisite Course Registration".



2. Select "Add/Drop Courses".



3. This will take you to the Add/Drop page. Be sure the Term is set to Continuing Education.

Term: **2024-2025 - Continuing Education**

Add Period Open / Drop Period Open

4. There are two ways to register for a course.

- Option 1: Select "Add by Course Code".
 - Enter the course code in an empty course code box or select from the dropdown menu.
 - Select "Add Course(s)" once you have selected your desired course.
 - Course codes, dates, and cost can be found [here](#).

Add by Course Code **Course Search**

To add a course, start typing its cour: courses at a time using this feature. I

Course Code:

1.

3.

5.

Add Course(s)

- Option 2: Select "Course Search".
 - Be sure to change the Term AND Division to Continuing Education and select Search

Add by Course Code **Course Search**

Title:

Course Code:

Term: **2024-2025 - Continuing Education**

Department:

Division: **Continuing Education**

Search [More Search Options](#)

- The Continuing Education course catalog will populate. Scroll through to find your desired course.
- Place a checkmark in the "Add" box and select "Add Courses".

Add	Textbooks	Course code	Name	Faculty
<input type="checkbox"/>		MACH 0995 03 LC	MACH Essentials	Chambers, Wesley S Briggs, Robert Vance III Hirschi, Trevor Virgin, Lisa

Add Courses

6. Your course is now "Reserved". Select "Pay Must Pay Courses" and follow prompts for payment to complete registration and secure your spot in the class.

Course(s) Requiring Payment			
Drop	Course	Title	Schedule
<input type="checkbox"/>	MACH 0995 03 LC	MACH Essentials	MTWRF 8:00 - 3:00

! Payment is required for these courses before your registration can be completed.

Remove Selected Courses **Pay Must Pay Courses**

If you need to make arrangements for payment and/or sponsorship, your course will be "Reserved" for three calendar days. Contact Student Services by calling 435-753-6780 or email studentservices@btech.edu.