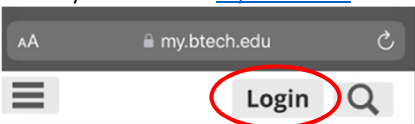


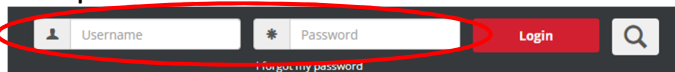
Course Registration

1. Log in to register for your course at my.btech.edu.

Phone/Tablet:



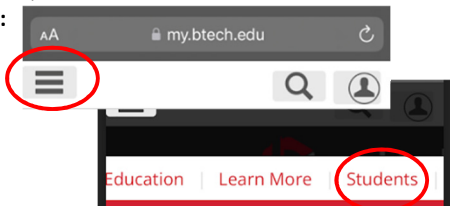
Desktop:



-Your BTECH ID number is your username. Forgot your password? Select the I Forgot My Password option and follow the prompts to recover a new one.

2. Once logged in, select the Students tab.

Phone/Tablet:

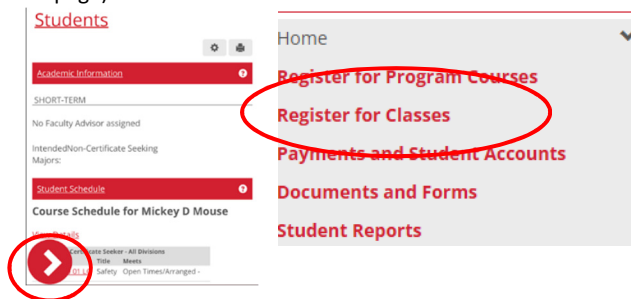


Desktop:

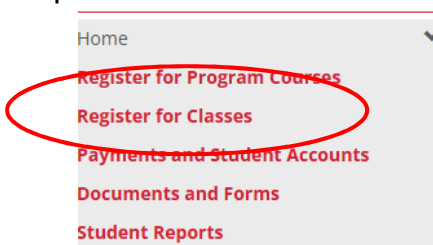


3. Select Register for Classes.

Phone/Tablet: Click the big red circle with the white arrow (scroll to the bottom of the page).



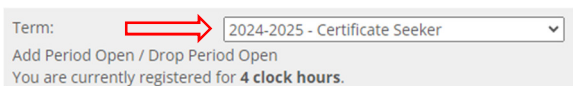
Desktop: Located on the left side in the Students menu.



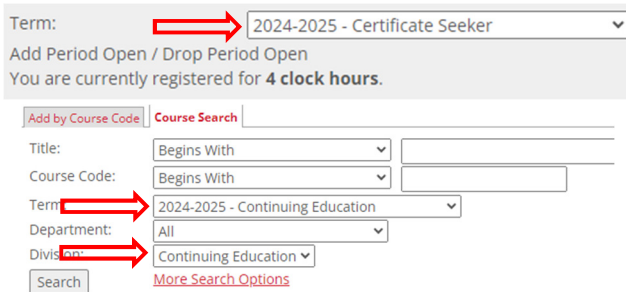
4. Select the Add/Drop Courses option. If the Add/Drop Courses icon does not appear, submit the Personal Info Update and Registration Agreement (on the same page). The icon will appear after the two forms have been submitted.



CERTIFICATE: If registering for Real Estate, Nursing Assistant, Emergency Medical Technician, or Phlebotomy, be sure to use 'Term' Certificate Seeker. Use 2024-2025 Certificate Seeker



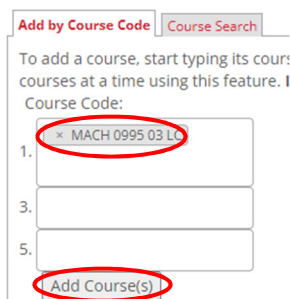
If registering for a prerequisite course (BLS CPR), use 'Term' Continuing Education. Use 2024 – 2025 Continuing Education



5. Add your course.

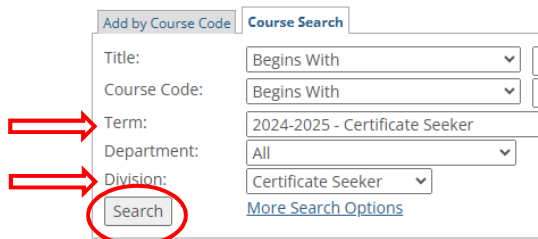
Add by Course Code:

-To find your course code, dates, and cost, click one of the links below. (Listed on the course webpage)
[Certificate Seeker \(Program\)](#)
[Continuing Education \(pre-admission\)](#)
 -Enter the course code in an empty Course Code box or select from the dropdown menu. Select Add Course(s) button.



Course Search:

-To search for your course, use the Search Course section. Select the Search button and scroll through to find your course.
 -Be sure the Term and Division are set to the correct category. Certificate Seeker for program registration and Continuing Education for a prerequisite.



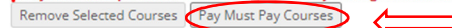
-Add a checkmark in the desired course and select the Add Courses button.



6. Your course will now be in Reserved status. Select the Pay Must Pay Courses button.

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.



7. Follow prompts for payment.

**If you are being sponsored, your course will be held for 3 calendar days. Contact Student Services to complete the payment at 435-753-6780 or studentservices@btech.edu.