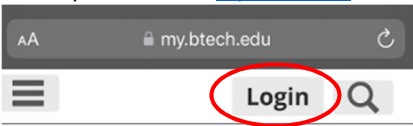


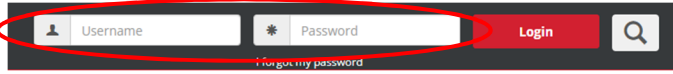
# Course Registration

1. Log in to register for your course at [my.btech.edu](http://my.btech.edu).

Phone/Tablet:



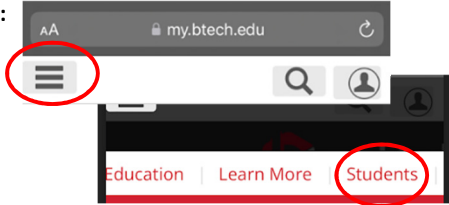
Desktop:



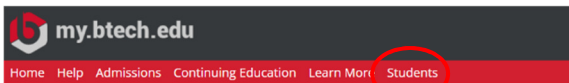
-Your BTECH ID number is your username. Forgot your password? Select the I Forgot My Password option and follow the prompts to recover a new one.

2. Once logged in, select the Students tab.

Phone/Tablet:

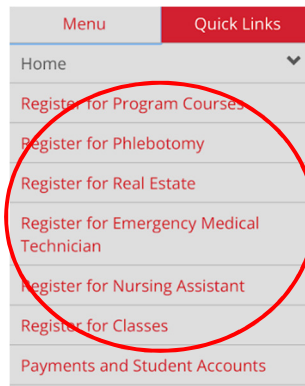
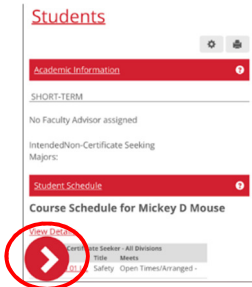


Desktop:



3. Select Register for Classes.

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



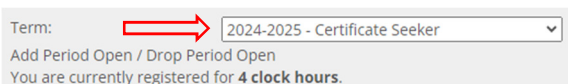
Desktop: Located on the left side in the Students menu.



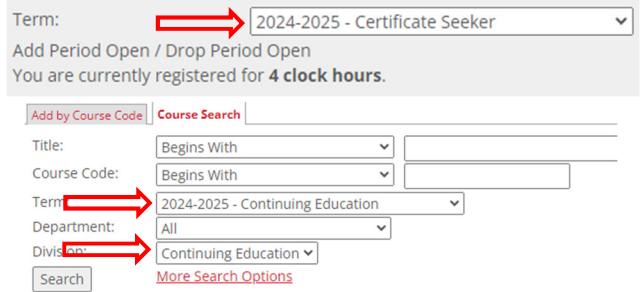
4. Select the Add/Drop Courses option. If the Add/Drop Courses icon does not appear, submit the Personal Info Update and Registration Agreement (on the same page). The icon will appear.



**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



**BLS Provider CPR:** If registering for a prerequisite course, use 'Term' Continuing Education. Use 2024 – 2025 Continuing Education



5. Add your course.

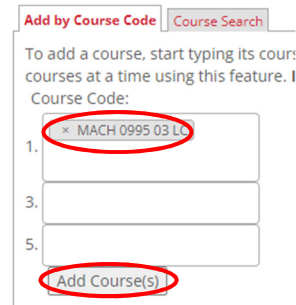
**Add by Course Code:**

-To find your course code, dates, and cost, click one of the links below. (Listed on the course webpage)

[Certificate Seeker \(Program\)](#)

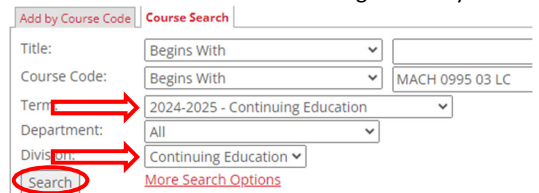
[Continuing Education \(pre-admission\)](#)

-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.



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

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

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

-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](mailto:studentservices@btech.edu).

**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**

7. Follow prompts for payment.