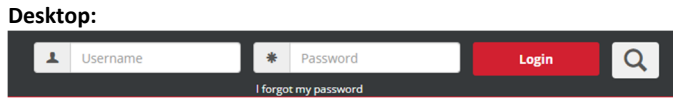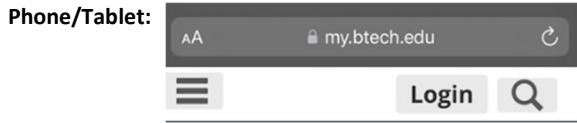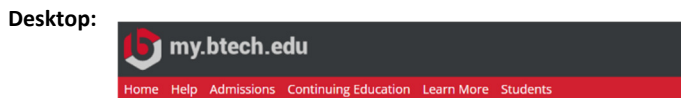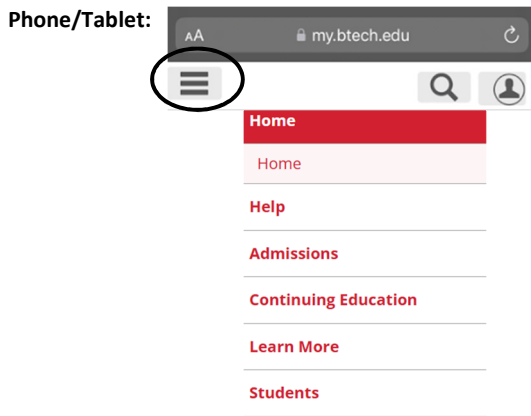# Registration Help

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.
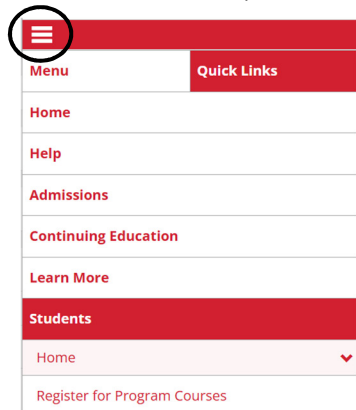
Phone/Tablet:

Desktop:

2. Once logged in, select the Students tab.

Phone/Tablet:
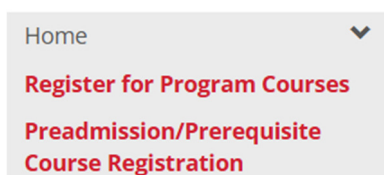

Desktop:

3. Select "Preadmission/Prerequisite Course Registration".

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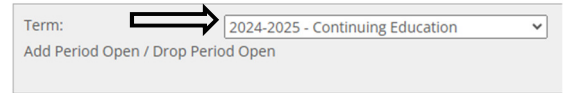

Desktop: Located on the left side in the Students' Home menu.


4. Select "Add/Drop Courses".

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


6. There are two ways to register for your course.
- • Option 1: Select "Add by Course Code".
   - o Enter the course code in an empty course code box or select from the dropdown menu.
   - o Select "Add Course(s)" once you have selected your desired course.
   - o Course codes, dates, and cost can be found here.
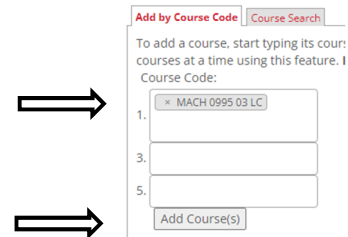
- • Option 2: Select "Course Search".
   - o Be sure to change the Term AND Division to Continuing Education and select Search
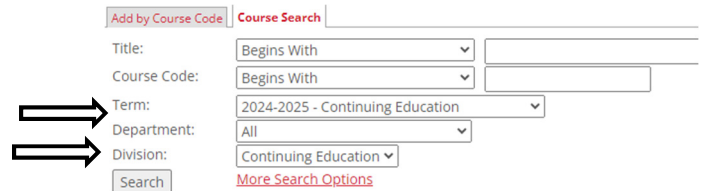
   - o The Continuing Education course catalog will populate. Scroll through to find your desired course.
   - o Place a checkmark in the "Add" box and select "Add Courses".

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.