

Using myTSU to Register Classes

(click here to print these instructions)

COURSE ENRY

Important steps before attempting to enter courses: Remove holds, pay any outstanding balance on your account, and visit you academic advisor.

Step 1 - Login to myTSU

- To login to myTSU you must access the website <http://mytsu.tnstate.edu>.
- If you don't know your username and password, click "First time users" and follow the instructions provided to determine your username and initial password.
- Return to <http://mytsu.tnstate.edu>, enter your username and password and click "Login"

Note to first time users: Your initial myTSU password is set to the first 6 digits of your Social Security Number. After the first login, you will be prompted to reset your myTSU password to one of your own choosing.

Step 2- Enter Courses

- After logging on to myTSU, click "Banner Services"
- Next, click "Student and Financial Aid Services"
- Click "Registration"
- Select "add and drop courses"
- Choose the Term from the drop down list and click "Submit"
- In the "Add Classes Worksheet," enter the individual CRNs in the boxes provided from the course schedule you created with your advisor.
- Note: To search for course CRNs, click "Class Search"
- After entering all courses, click "Submit"
- If there are any conflicts or closed classes you will be prompted after submitting. You will then need to choose alternative courses or course sections.
- After making course changes you must click "Submit."

Holds: You may discover holds on your account that prevent you from registering. You must take the appropriate action and/or contact the office indicated on the hold message to remove the hold.

Step 3- Print Schedule

- Click "Detailed Schedule" at the bottom of the screen.
- From the menu at the top of the screen, choose: File, Print, OK.
- The schedule will print on the chosen printer.