



MyInfo Online Course Search & Registration Tutorial

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MyInfo

Logging In: <https://myinfo.concordia.edu>

- Sign in using your CTX credentials (SSO)
- Your username is your CTX email address (usually firstname.lastname@ctx.edu)
- Your password is the same as your CTX email password

Can View:

- Courses & Grades
- Navigate, Blackboard, & Handshake
- Student Account Information
- Financial Aid Information
- Degree Works – Degree Audit

If a card mentioned in this guide is not on your homepage:

MyInfo



Welcome to MyInfo
Your Electronic One Stop Shop

To navigate to an application, click the picture or link on the appropriate card.

- Faculty & Advisors - Click the photo on the Faculty & Advisors card to take you to self service class lists, grade entry, and advisee profiles

Student Self Service



Registration



 Add/Drop or Register

Blackboard Learn

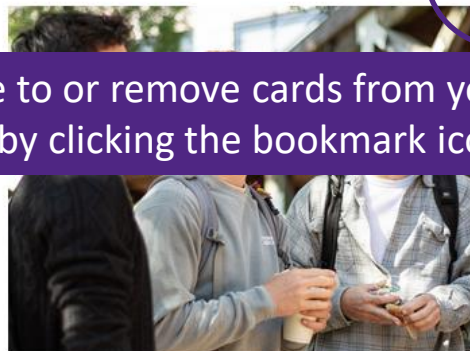


Handshake



 Handshake

Navigate - Student



DegreeWorks



Click "Discover More"
to access all cards

You can save to or remove cards from your homepage
by clicking the bookmark icon

 DISCOVER MORE

TO ACCESS YOUR DEGREE PLAN AND SEE NEEDED CLASSES

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Student Self Service



Registration



Add/Drop or Register

Blackboard Learn



Click "DegreeWorks"

Please also meet with your
Academic Planner about classes

Search for Courses

Browse Classes

Navigate - Student



DegreeWorks



DISCOVER MORE

If this card is not on your homepage,
click "Discover More"

TO LOOK UP CLASSES:

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Student Self Service



Registration



 Add/Drop or Register

Blackboard Learn




Search for Courses

 Browse Classes

Navigate - Stu



 DISCOVER MORE

1. Or Click "Browse Courses" under Search for Courses

1. Click "Add/Drop or Register" under Registration and then "Search for Classes"

If these cards are not on your homepage, click "Discover More"

Select a Term

Select a Term for Class Search

Spring 2025 ▼

Continue

TO LOOK UP CLASSES:

2. Select the appropriate term from the dropdown

3. Click "Continue"

TO LOOK UP CLASSES:

[Student](#) • [Registration](#) • [Select a](#)

Browse Classes

Enter Your Search Criteria

Term: Spring 2025

Subject

Course Number

Keyword

Campus

[Clear](#) [Advanced Search](#)

4. Select or type a subject

If you know the course number, you may enter it in the "Course Number" field

5. Click "Search" to see class results

TO LOOK UP CLASSES:

6. Review the list of all available class times for the subject or specific course

Browse Classes

Search Results — 21 Classes
Term: Spring 2025 Subject: Leadership

Search Again

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections
Life and Leadership	Leadership	1100	N1A	1	2418	Spring 2025		S M T W T F S - Type: Class Building: None Room: Austin...	Austin...	29 of 30 seats remaining 10 of 10 waitlist ...			
Life and Leadership	Leadership	1100	N1A	1	2418	Spring 2025		S M T W T F S - Type: Class Building: None Room: On-Line	On-Line	30 of 30 seats remaining 10 of 10 waitlist ...	Lecture		
Life and Leadership	Leadership	1100	O2A	1	2420	Spring 2025		S M T W T F S - Type: Class Building: None Room: On-Line	On-Line				
Life and Leadership-Transfer	Leadership	1100T	1	1	2421	Spring 2025		S M T W T F S 09:30 AM - 10:20 AM Type: Class Main	Main	22 of 22 seats remaining 10 of 10 waitlist ...	Lecture		
Life and Leadership-Transfer	Leadership	1100T	2	1	2422	Spring 2025		S M T W T F S 01:00 PM - 01:50 PM Type: Class Main	Main				
Student LDR Practicum: Stud. Gov	Leadership	2116S	SG	1	2423	Spring 2025		S M T W T F S Class on: Monday, Wednesday 01:00 PM - 01:50 PM Type: Class Building: Building C Room: C-121 Start Date: 01/06/2025 End Date: 03/02/2025		20 of 20 seats remaining			
LDR Practicum: Tradition Tea...	Leadership	2116T	TT	1	2424	Spring 2025		S M T W T F S 10:30 AM - 10:50 AM Type: Class Main	Main	20 of 20 seats remaining 10 of 10 waitlist ...	Practicum		
Leadership Theory	Leadership	2201	1	2	2425	Spring 2025		S M T W T F S 09:00 AM - 09:50 AM Type: Class Main	Main	26 of 26 seats remaining 10 of 10 waitlist ...	Lecture		
Leadership Theory	Leadership	2201	1	2	2425	Spring 2025		S M T W T F S 09:00 AM - 09:50 AM Type: Class Main	Main	26 of 26 seats remaining 10 of 10 waitlist ...	Lecture		
Leadership Theory	Leadership	2201	1	2	2425	Spring 2025		S M T W T F S 09:00 AM - 09:50 AM Type: Class Main	Main	26 of 26 seats remaining 10 of 10 waitlist ...	Lecture		

Click the class title to view more information (class details, course description, pre-reqs, fees, etc.)

Pay attention to the number of seats remaining

Online indicates asynchronous online (usually an 8-week class)
Main indicates in-person

You can see the days and times for each section

Hover over a cell for more information to pop up

7. Make note of the Course Registration Number (CRN) for the section you want to add to your schedule

Please meet with your Academic Planner if you have any questions about a class!

TO REGISTER FOR A CLASS FROM CLASS SEARCH:

MyInfo



Welcome to MyInfo
Your Electronic One Stop Shop


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Student Self Service




Registration




 Add/Drop or Register

Blackboard Learn




1. Click "Add/Drop or Register" under Registration

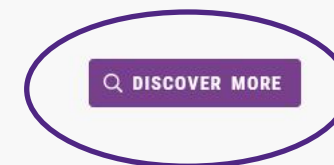

Search for Courses

 Browse Classes

Navigate - Student



DegreeWorks



Check the Academic Calendar for Registration Dates!
You will not be able to register for a class before registration opens for you (dates based on credits earned).

If this card is not on your homepage,
click "Discover More"

TO REGISTER FOR A CLASS FROM CLASS SEARCH:

Registration

What would you like to do?



[Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.



[Search for Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[Add/Drop Classes](#)

Search and register for your classes. You can also view and manage your schedule.



[View Registration Information](#)

View your past schedules and your ungraded classes.

2. Click "Add/Drop Classes"

If you have a hold or questions,
contact Student Central for assistance!

TO REGISTER FOR A CLASS FROM CLASS SEARCH:

Select a Term

Select a Term for Class Search

Spring 2025



Continue

3. Select the term you want to register for
from the dropdown

4. Click "Continue"

If you have a hold or questions,
contact Student Central for assistance!

TO REGISTER FOR A CLASS FROM CLASS SEARCH:

Register for Classes

Find Classes

5. Use the "Find Classes" tab and follow the "To Look up Classes" steps 4-6

Search Results

Term: Spring 2025

Search Again

Title	Subject Description	Course No	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Instructional Methods	Linked Sections	Add
Life and Leadership	Leadership	1100	N1A	1	2418	Sprin...		S M T W T F S - Type: Class Building					Add
Life and Leadership	Leadership	1100	O1B	1	2419	Sprin...		S M T W T F S - Type: Class Building					Add
Life and Leadership	Leadership	1100	O2A	1	2420	Sprin...		S M T W T F S - Type: Class Building					Add

Page 1 of 1

10 Per Page

Records: 3

6. Once you've identified the class you want to register for, click "Add"

You can repeat previous steps to add multiple classes to your Summary

Schedule

Schedule Details

Class Schedule for Spring 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action	Instructional Method
Life and Leadership	LDR 1100, N1A	1	2418	Lecture	Pending	**Web Registered**	Online
						None	On-Ground

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18


7. Check the Summary box
The Action should be "**Web Registered**"

If you have a hold or questions, contact Student Central for assistance!

8. Click "Submit"

Submit

TO REGISTER FOR A CLASS FROM CLASS SEARCH:

 Save Successful

Register for Classes

Find Classes

Enter CRNs

Schedule and Options

Search Results — 3 Classes

Term: Spring 2025 Subject: Leadership Course Number: 1100

Search Again

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Instructional Methods	Linked Sections	Add
Life and Leadership	Leadership	1100	N1A	1	2418	Sprin...		S M T W T F S - Type: Class Building: None	Austi...	30 of 30 seats r... 10 of 10 waitlist ...	Online		Add
Life and Leadership	Leadership	1100	O1B	1	2419	Sprin...		S M T W T F S - Type: Class Building: None	On-Line	30 of 30 seats r... 10 of 10 waitlist ...	Online		Add
Life and Leadership	Leadership	1100	O2A	1	2420	Sprin...		S M T W T F S - Type: Class Building: None	On-Line	30 of 30 seats r... 10 of 10 waitlist ...	Online		Add

Page 1 of 1

10 Per Page

Records: 3

Schedule

Schedule Details

Class Schedule for Spring 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action	Instructional Method
Life and Leadership	LDR 1100, N1A	1	2418	Lecture	Registered	None	Online

9. If successfully added, the status will show "Registered"

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 18

Submit

Please meet with your Academic Planner before/after to make sure you are registering for the appropriate classes!

<https://banssb-reltst.concordia.edu/StudentRegistrationSsb/>

Register for Classes

Find Classes

Enter CRNs

Schedule and Options

Summary

Term: Fall 2024

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Date	Status	Message	Instructional Methods
Digital & Media Literacy	COM 2319, O2A	3	1627	Lecture	Standard Letter	Undergraduate	10/11/2024	Registered	**Web Regi...	Online
History of Jazz	MUS 2340, O2A	3	1384	Lecture	Standard Letter	Undergraduate	10/11/2024	Registered	**Web Regi...	Online
Life and Leadership	LDR 1100, O2A	1	1300	Lecture	Standard Letter	Undergraduate	10/11/2024	Registered	**Web Regi...	Online
New Testament His & Rdg	REL 1301, O2A	3	1874	Lecture	Standard Letter	Undergraduate	10/11/2024	Registered	**Web Regi...	Online
World History from 1500	HIS 2312, O2A	3	1257	Lecture	Standard Letter	Undergraduate	10/11/2024	Registered	**Web Regi...	Online

Records: 5

Total Hours | Registered: 13 | Billing: 13 | CEU: 0.1 Min: 0.1 Max: 10

Schedule

Schedule Details

Class Schedule for Fall 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5am							
6am							
7am							
8am							
9am							
10am							

Panels

Submit

TO REGISTER FOR A CLASS FROM CLASS SEARCH:

Once the class or classes are added, you can view them under the "Schedule and Options" tab

You can see how many credits you are registered for here

Add another class by repeating previous steps

Please meet with your Academic Planner before/after to make sure you are registering for the appropriate classes!

TO REGISTER FOR A CLASS WITH THE CRN:

MyInfo



Welcome to MyInfo
Your Electronic One Stop Shop

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Student Self Service

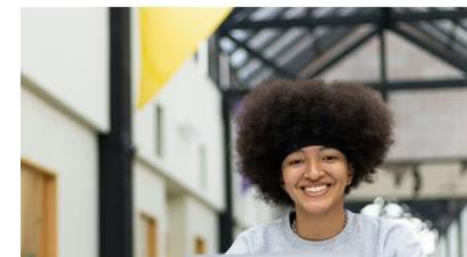


Registration



Add/Drop or Register

Blackboard Learn



Search for Courses

Browse Classes

Navigate - Student



DegreeWorks



DISCOVER MORE

1. Click "Add/Drop or Register" under Registration

If this card is not on your homepage,
click "Discover More"

TO REGISTER FOR A CLASS WITH THE CRN:

2. Click "Add/Drop Classes"

What would you like to do?



[Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.



[Search for Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[Add/Drop Classes](#)

Search and register for your classes. You can also view and manage your schedule.



[View Registration Information](#)

View your past schedules and your ungraded classes.

If you have a hold or questions,
contact Student Central for assistance!

TO REGISTER FOR A CLASS WITH THE CRN:

Select a Term

Select a Term for Class Search

Spring 2025



Continue

3. Select the term you want to register for
from the dropdown

4. Click "Continue"

If you have a hold or questions,
contact Student Central for assistance!

TO REGISTER FOR A CLASS WITH THE CRN:

Register for Classes

[Find Classes](#) [Enter CRNs](#) [Schedule and Options](#)

5. Click the "Enter CRNs" tab

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2024

CRN 1300 Life and Leadership LDR 1100, O2A

CRN

CRN

[+ Add Another CRN](#) [Add to Summary](#)

6. Enter one 4-digit CRN per box for each class you want to add (ex. 2425) and the course information will appear

Click "+Add Another CRN" to populate additional boxes and enter multiple CRNs at once

If you have a hold or questions, contact Student Central for assistance!

Register for Classes

[Find Classes](#) [Enter CRNs](#) [Schedule and Options](#)

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2024

CRN

1300

Life and Leadership LDR 1100, O2A

CRN

CRN

[+ Add Another CRN](#) [Add to Summary](#)

7. After entering a CRN,
click "Add to Summary"

If you run into scheduling conflicts or
prerequisites errors, you'll receive an
error notification

If you have a hold or questions,
contact Student Central for assistance!

[Student](#) • [Registration](#) • [Select a Term](#) • [Register](#)

TO REGISTER FOR A CLASS WITH THE CRN:

Register for Classes

[Find Classes](#) [Enter CRNs](#) [Schedule and Options](#)

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2024

CRN

[+ Add Another CRN](#)

[Add to Summary](#)

8. Check the Summary box
The Action should be "***Web Registered**"

[Schedule](#) [Schedule Details](#)

Class Schedule for Fall 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							
12am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action	Instructional Method
Life and Leadership	LDR 1100, O2A	1	1300	Lecture	Pending	**Web Registered**	Online

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

If you run into scheduling conflicts or prerequisites errors, you'll receive an error notification

Please talk with your Academic Planner if you have questions about this

9. Click "Submit"

[Submit](#)

TO REGISTER FOR A CLASS WITH THE CRN:

✓ Save Successful

Register for Classes

Find Classes

Enter CRNs

Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2024

CRN

+ Add Another CRN

Add to Summary

10. If successfully added, the status will show "Registered"

Schedule

Schedule Details

Class Schedule for Fall 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5am							
6am							
7am							
8am							
9am							
10am							

Panels

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action	Instructional Method
Life and Leadership	LDR 1100, O2A	1	1300	Lecture	Registered	None	Online

Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 18

Submit

Please meet with your Academic Planner before/after to make sure you are registering for the appropriate classes!

[Student](#) • [Registration](#) • [Select a Term](#) • [Register](#)

TO REGISTER FOR A CLASS WITH THE CRN:

Register for Classes

Find Classes Enter CRNs **Schedule and Options**

Once the class or classes are added, you can view them under the "Schedule and Options" tab

Summary

Term: Fall 2024

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Date	Status	Message	Instructional Methods
Digital & Media Literacy	COM 2319, O2A	3	1627	Lecture	Standard Letter	Undergraduate	10/11/2024	Registered	**Web Regi...	Online
History of Jazz	MUS 2340, O2A	3	1384	Lecture	Standard Letter	Undergraduate	10/11/2024	Registered	**Web Regi...	Online
Life and Leadership	LDR 1100, O2A	1	1300	Lecture	Standard Letter	Undergraduate	10/11/2024	Registered	**Web Regi...	Online
New Testament His & Rdg	REL 1301, O2A	3	1874	Lecture	Standard Letter	Undergraduate	10/11/2024	Registered	**Web Regi...	Online
World History from 1500	HIS 2312, O2A	3	1257	Lecture	Standard Letter	Undergraduate	10/11/2024	Registered	**Web Regi...	Online

Records: 5

Total Hours | Registered: 13 | Billing: 13 | CEU: 0.1 Min: 0.1 Max: 10

You can see how many credits you are registered for here

Schedule Schedule Details

Class Schedule for Fall 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5am							
6am							
7am							
8am							
9am							
10am							

Add another class by repeating previous steps

Please meet with your Academic Planner before/after to make sure you are registering for the appropriate classes!

Submit

TO DROP A CLASS:

MyInfo



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Student Self Service



Registration



Add/Drop or Register

Blackboard Learn



Search for Courses

Browse Classes

Navigate - Student



DegreeWorks



DISCOVER MORE

1. Click "Add/Drop or Register" under Registration

If this card is not on your homepage,
click "Discover More"

[Student](#) • [Registration](#)**Registration**

TO DROP A CLASS:

2. Click "Add/Drop Classes"

What would you like to do?

**[Prepare for Registration](#)**

View registration status, update student term data, and complete pre-registration requirements.

**[Search for Classes](#)**

Looking for classes? In this section you can browse classes you find interesting.

**[Add/Drop Classes](#)**

Search and register for your classes. You can also view and manage your schedule.

**[View Registration Information](#)**

View your past schedules and your ungraded classes.

If you have a hold or questions,
contact Student Central for assistance!

TO DROP A CLASS:

Select a Term

Select a Term for Class Search

Spring 2025 ▼

Continue

3. Select the appropriate term
from the dropdown

4. Click "Continue"

If you have a hold or questions,
contact Student Central for assistance!

TO DROP A CLASS:

Register for Classes

Find Classes

Enter CRNs

Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2025

Subject

Course Number

Keyword

Campus

Search

Clear

▶ Advanced Search

Schedule

Schedule Details

Class Schedule for Spring 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Panels ▾

Summary

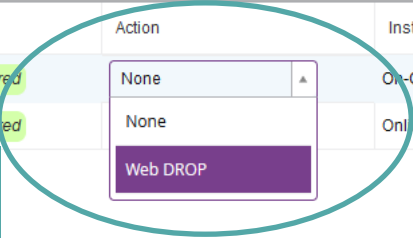
Title	Details	Hours	CRN	Schedule Type	Status	Action	Instructional Method
Fundamentals Of Financ...	ACC 2301, 1	3	2221	Lecture	Registered	<div>None</div>	On-Ground
Life and Leadership	LDR 1100, N1A	1	2418	Lecture	Registered	<div>None</div>	Online

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 18

Submit

If you have a hold or questions, contact Student Central for assistance!

3. Under Summary, select "Web DROP" from the Action dropdown



TO DROP A CLASS:

Register for Classes

Find ClassesEnter CRNsSchedule and Options

Enter Your Search Criteria ⓘ
Term: Spring 2025

Subject

Course Number

Keyword

Campus

Search

Clear

▶ Advanced Search

ScheduleSchedule Details

Class Schedule for Spring 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Panels ▾

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action	Instructional Method
Fundamentals Of Financ...	ACC 2301, 1	3	2221	Lecture	Registered	Web DROP ▾	On-Ground
Life and Leadership	LDR 1100, N1A	1	2418	Lecture	Registered	None ▾	Online

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 18

If you have a hold or questions,
contact Student Central for assistance!

4. Click "Submit"



TO DROP A CLASS:

✓ Save Successful

Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2025

Subject

Course Number

Keyword

Campus

Search Clear ▶ [Advanced Search](#)

 Schedule  Schedule Details

Class Schedule for Spring 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

If you have a hold or questions,
contact Student Central for assistance!

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action	Instructional Method
Fundamentals Of Financ...	ACC 2301, 1	0	2221	Lecture	Deleted	None ▼	On-Ground
Life and Leadership	LDR 1100, N1A	1	2418	Lecture	Registered	None ▼	Online

5. If successful, the dropped class will be
grayed out and status will show "Deleted"

Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 18

Panels ▼

Submit

Possible Registration Error Notifications

Time Conflict

Missing Prerequisite & Test Score

Missing Required Corequisite (ex. science lab)

Class or Waitlist Full/Closed



Thank You!

Contact Student Central
(studentcentral@concordia.edu) if you
need assistance with registration