Registering for Classes Through myBoiseState

   a. If you’ve logged in previously, click Log In and skip to Step 5.
   b. If you’ve never logged in, select Future Students/Guests and proceed to Step 2.

2. From the myBoiseState Guest homepage, click Reset/Create Password.
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3. To set your password, complete the form using your username, student ID, date of birth, social security number. Create a password using the criteria listed on the right.

   ![Password Form]

   HINT: Keep in mind this password will be used for nearly all your accounts at Boise State and will expire every 90 days.

4. Once you complete this step, return to my.boisestate.edu and click Log in.

5. Enter your student Username and Password and click Log In.
6. Once logged in to your student account, select the **Student View** button to access additional account options.

7. From the Student View screen, select **Student Center** from the Services menu.
8. Click **Enroll** from under the Academics section.

9. You may or may not be asked to select the appropriate term. Once you **select your term**, click the **Continue** button.
10. If you know the 5-digit class number, you can enter it here.
   a. If you enter the **class number** click **enter** then proceed to Step 14.
   b. Otherwise, make sure the **Class Search** radio button is selected, then click **search**.

**HINT:** You can find class numbers for classes in the evening, online, or at one of the multiple Boise State locations [extendedstudies.boisestate.edu/afterwork/](extendedstudies.boisestate.edu/afterwork/)
11. If you need to search for classes, enter at least **two pieces of criteria**. When you are done click **Search**.

**HINT**: Make sure the “Show Open Classes Only” box is unchecked so you can view all sections. You can filter by class time to find evening options that work with your schedule. In the Location field, choosing “eCampus” will provide a list of all online classes. You can also choose “GOWENF” for Gowen Field, “MHAFB” for classes in Mountain Home, or “TWINFLSCSI” for courses in Twin Falls.
12. The list of search results contains brief information about each section. We highly recommend you **click on the individual section number** to view more detailed information about the class.
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13. The Class Detail screen includes important information about time requirements, class fees, and possibly about special equipment required, or proctored exams. Pay close attention to the Class Availability, Notes, and Fee information.

When you are done reading the class details, you can:

a. Select **View Search Results** to return to the previous screen
b. Or **Select Class** to register.
14. If you clicked **Select Class**, read through the information and:
   a. If the class is closed, you can add yourself to the Wait List by selecting the **Wait List** button.
   b. If you ever need, or receive a **Permission Number**, this is where you'll enter the information.
   c. When you are ready, select **Next** to add this course to your “Shopping Cart.”

15. **Repeat steps 10-14** as many times as necessary to fill your Shopping Cart.
16. When you are ready, click **Proceed to Step 2 of 3**.

17. Confirm your classes, then click **Finish Enrolling**.
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18. When you are done, you should see a **green checkmark** that confirms you’ve successfully added the section to your class schedule.

![Add Classes](image)

For assistance with registration or general questions, contact the Boise State AfterWork team!

**Email:**   afterwork@boisestate.edu  
**Phone:**   (208) 426-3496  
**In-Person:**   1023 S. Grant Ave., Boise, ID 83706  
**Web:**   extendedstudies.boisestate.edu/afterwork