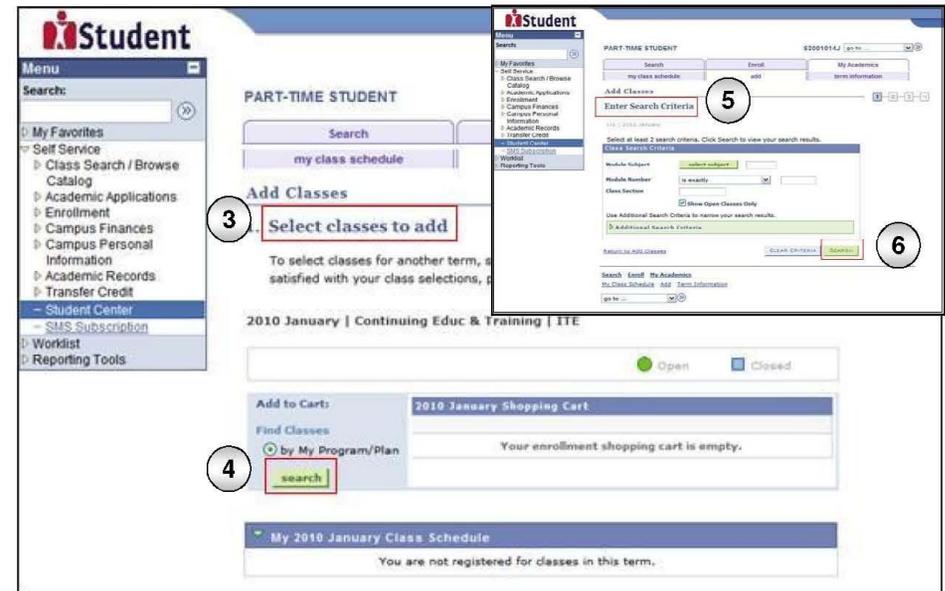


Open ITE website through this URL:
www.ite.edu.sg , enter your **User ID** and **Password**, and click on 'Go'.

1. On the Self Service homepage, click the **Student Center** link.
2. Under the Academics section, click the **Enroll** link to proceed.



3. The **Select classes to add** page is displayed.
4. Click the **Search** button to search and add classes to the shopping cart.
5. The **Enter Search Criteria** page is displayed.
6. Click the **SEARCH** button to search for classes.



- The **Search Results** page is displayed.
- Click the **Select Class** button to add classes to the shopping cart.

- The **Select classes to add – Enrollment Preferences** page is displayed.
- Click the **Next** button to successfully add the selected class to the shopping cart.

11. You can add more classes to the shopping cart by clicking the **Search** button.
12. Click the **View Exam Schedule** button to view the exam schedule for the selected class.
13. The **Select classes to add – Exam Schedule** page is displayed. Click the **Return to Add Classes** link to return.
14. Click the **PROCEED TO STEP 2 OF 4** button to proceed to the next stage of enrollment.
15. The **Confirm Classes** page is displayed.
16. Click the **Submit** button to confirm the classes to be added and proceed.

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Class	Description	Exam Type	Exam Date	Schedule	Room
ES 59310-TA (1246)	Calculus (Theory)	Final	31/08/2009	9:30AM-10:00AM	TBA

11: Search button
12: View Exam Schedule button
13: Return to Add Classes link
14: Proceed to Step 2 of 4 button

2. Confirm classes

Click Submit to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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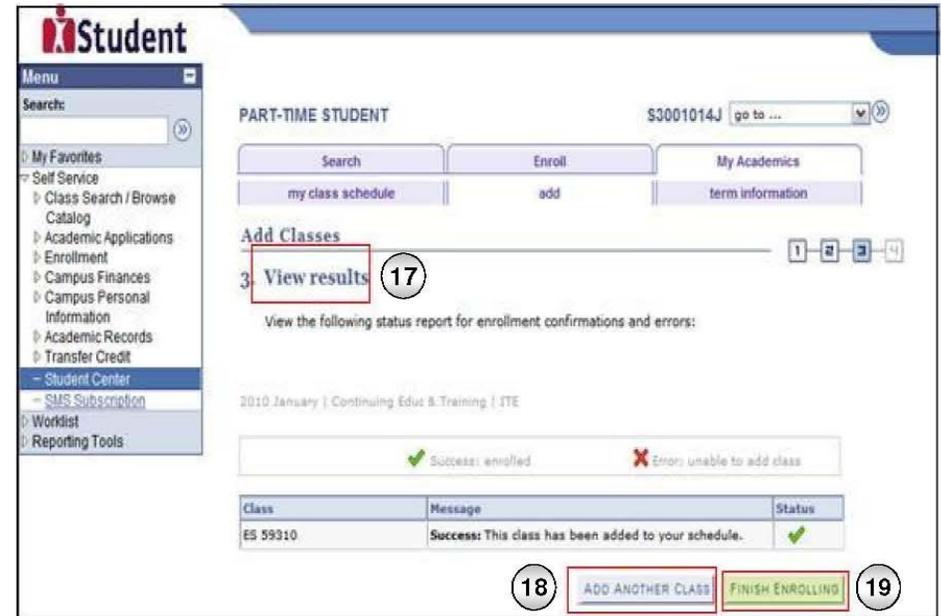
Class	Description	Days/Times	Room	Instructor	Units	Status
ES 59310-TA (1246)	Calculus (Theory)	TBA	TBA	Staff	3.00	

15: Confirm Classes section
16: Submit button

17. The **View results** page is displayed and it shows the outcome of the enrollment.

18. Click the **Add Another Class** button if more classes need to be added.

19. Click the **Finish Enrolling** button to proceed.



20. The **Next Steps** page is displayed.

21. Click the **My Accounts** button to display account summary.

22. The **Account Summary** page is displayed.

23. Click the **MY CLASS SCHEDULE** button to display the My Class Schedule page to verify the classes enrolled.

