#### Student Center..... How to Enroll in Classes Online......

Open ITE website through this URL: <u>www.ite.edu.sg</u>, 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 l**ink 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.



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



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



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- 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.





#### Student Center..... How to Enroll in Classes Online.....

- 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.

Search:				10100
())	PART-TIME STUDENT		\$3001014J go to	
My Favorites	Search	Enroll	My Academics	
<ul> <li>Self Service</li> <li>Class Search / Browse</li> <li>Catalog</li> </ul>	my class schedule	add	term information	i
Academic Applications	Add Classes			
5. Feedbare et				2 - 2 · · · ·
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- 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.

