

1. On the Self Service homepage, click the **Student Center** link.

If you are an existing student enrolling in a different course this term, you will use your User ID (ITE campus email address) and existing Password to log onto myITE Portal (<https://myite.ite.edu.sg>).

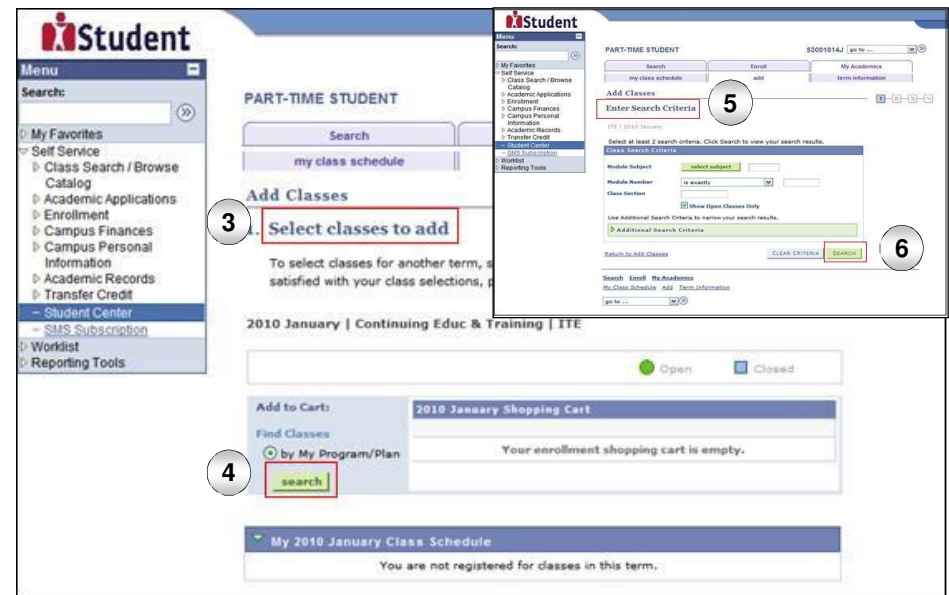
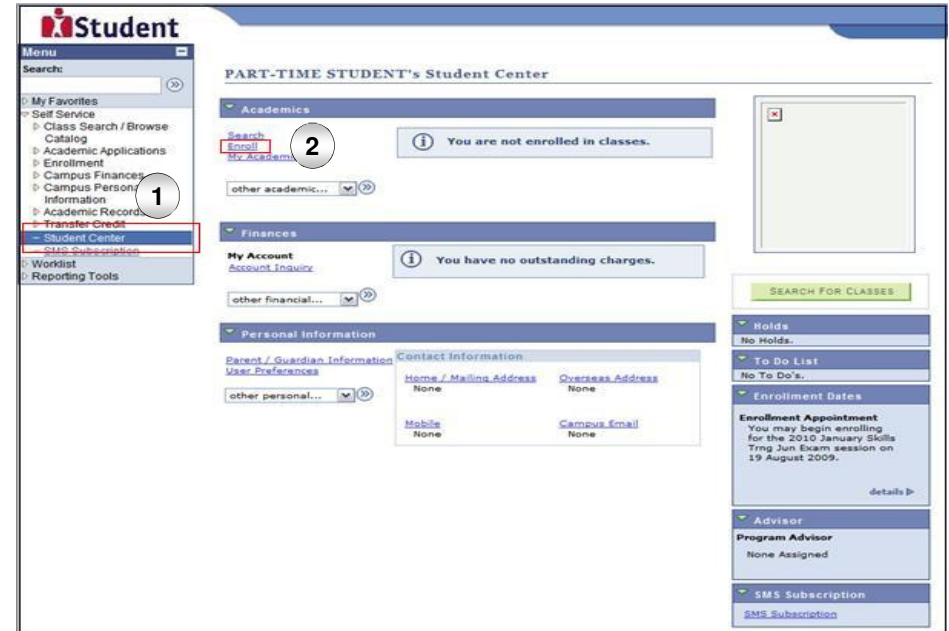
2. Under the Academics section, click the **Enroll** link to proceed.

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.



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

Student Center

Menu: Search, My Favorites, Self Service, Class Search / Browse Catalog, Academic Applications, Enrollment, Campus Finances, Campus Personal Information, Academic Records, Transfer Credit, Student Center, SMS Subscription, Worklist, Reporting Tools

PART-TIME STUDENT | S3001014J | go to ...

Search: my class schedule | Enroll: add | My Academics: term information

Add Classes

Search Results

When available, click View All Sections to see all sections of the module.

ITE | 2010 January

My Class Schedule | Shopping Cart

You are not registered for classes in this term. | Your shopping cart is empty.

The following classes match your search criteria Module Career: Continuing Educ & Training; Show Open Classes Only: Yes

Return to Add Classes | START A NEW SEARCH

EC 4900 - Networking Fundamentals

Section	TA:THY(1260)	Status	View All Sections	First	1	2	Last
Session	603						
Campus							
Days & Times	TBA		Instructor	Meeting Dates			
			Staff				

Section TA:THY(1261) | Status: | Select class

Session 603

Campus CC-TP College Central (Tampines)

Days & Times | Room | Instructor | Meeting Dates

TBA | TBA | Staff | TBA

EC 5900 - Calculus

Section	TA:THU(1232)	Status	View All Sections	First	1	2	Last
Session	603						
Campus							
Days & Times	W/F 9:00AM - 10:00AM		Instructor	Meeting Dates			
			Staff				

Section TA:THU(1245) | Status: | Select class

Session 606

Campus CC-TP College Central (Tampines)

Days & Times | Room | Instructor | Meeting Dates

TBA | TBA | Staff | TBA

9. 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.

Student Center

Menu: Search, My Favorites, Self Service, Class Search / Browse Catalog, Academic Applications, Enrollment, Campus Finances, Campus Personal Information, Academic Records, Transfer Credit, Student Center, SMS Subscription, Worklist, Reporting Tools

PART-TIME STUDENT | S3001014J | go to ...

Search: my class schedule | Enroll: add | My Academics: term information

Add Classes

Select classes to add - Enrollment Preferences

2010 January | Continuing Educ & Training | ITE

ES 59310 - Calculus

Class Preferences:

ES 59310-TA Theory Open | Permission Nbr

Session Skills Trng Jun Exam | Grading CET,EDU,TRN,OTH with Sul

Career Continuing Educ & Training | Units 3.00

CANCEL | **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
TA Theory		TBA	TBA	Staff	

Search Enroll My Academics

My Class Schedule Add Term Information

go to ...

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.

2010 January | Continuing Educ & Training | ITE

Open Closed

Add to Cart: **2010 January Shopping Cart**

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

My 2010 January Class Schedule

You are not registered for classes in this term.

15. The **Confirm Classes** page is displayed.
16. Click the **Submit** button to confirm the classes to be added and proceed.

2. Confirm classes

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

2010 January | Continuing Educ & Training | ITE

Open Closed

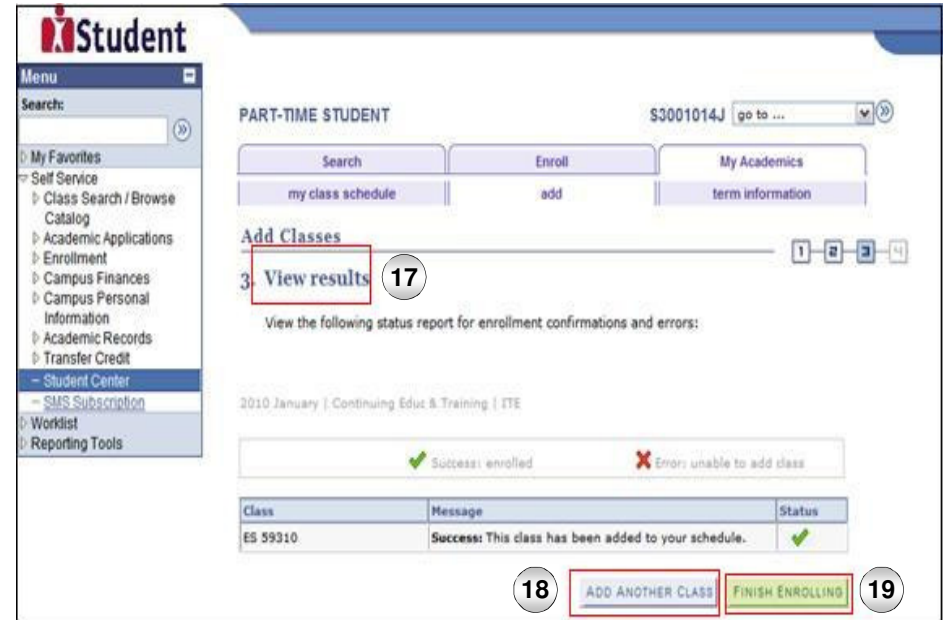
Class	Description	Days/Times	Room	Instructor	Units	Status
ES 59310-TA (1246)	Calculus (Theory)	TBA	TBA	Staff	3.00	

CANCEL PREVIOUS **SUBMIT**

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.

