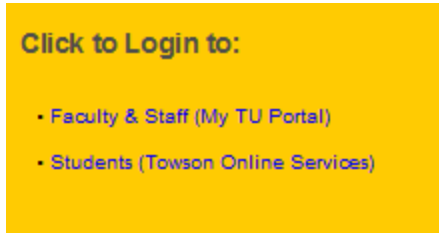


## How to Register for Classes

1. Open your Internet browser and type **inside.towson.edu** in the address bar
2. Select **Towson Online Services**



3. Type your Username and Password in the designated areas
4. Click **Login**

### Towson University Authenticated Login

Use your Towson University NetID to log into

**Towson Online Services/PeopleSoft**

*Towson Online Services/PeopleSoft*

*Campus Solutions (CS)*

Username

Password

Login

[Forgot Password](#)

[Manage My NetID](#)

[Terms and Conditions](#)

[Questions and/or Comments?](#)

5. Click on **Self Service** under **Menu**
6. Click on **Student Center** on the left of the screen then click on **Enroll/Drop** under Academics
8. Select appropriate term and then click on **Continue**
9. Enter the class number and skip to step 14b or click on **search** to search for classes
9. Click on **select subject** or enter subject code to choose a subject area
10. Students can search for specific Core Curriculum categories by choosing the **Core/GenEd** drop-down menu

11. Narrow the search using **Additional Search Criteria**

**Search for Classes**

**Institution**

**Term**

Select at least 2 search criteria. Select Search to view your search results.

▼ **Class Search**

**Subject**

**Course Number**

**Course Career**

**Show Open Classes Only**

**Core/GenEd**

**Category**  ← **10**

▼ **Additional Search Criteria** ← **11**

**Meeting Start Time**

**Meeting End Time**

**Days of Week**

**Mon**  **Tues**  **Wed**  **Thurs**  **Fri**  **Sat**  **Sun**

12. When finished selecting search criteria, click on the **Search** button

13. Class options will appear on the screen in one of two ways:
  - a. If the course number was defined in the search, classes will appear in a detailed list
  - or*
  - b. If the course number was not defined, classes will appear in a list and details can be seen by clicking the green arrow next to the class
14. Select the course that fits into available time slots in your course schedule
 

*\*Open classes are noted by a green dot*

  - a. Click **Select** to select class
  - b. Check to confirm class selection and click **Next**
  - c. Class will appear in shopping cart

7 class section(s) found

▶ ISTC 301 - INTEGRATING INSTRUCTIONAL TECHNOLOGY  
 ▼ ISTC 501 - INTEGRATING INSTRUCTIONAL TECHNOLOGY

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
<a href="#">1091</a>	<a href="#">ISTC 501-621</a>	TuTh 4:20PM - 8:05PM	HMC209			●	<input type="button" value="select"/>

Notes: This is a combined section class

▶ ISTC 667 - INSTRUCTIONAL DEVELOPMENT  
 ▶ ISTC 694 - DIRECTED READINGS IN INSTRUCTIONAL TECHNOLOGY  
 ▶ ISTC 702 - EDUCATIONAL LEADERSHIP AND TECHNOLOGY  
 ▶ ISTC 709 - LEGAL AND ETHICAL ISSUES IN INSTRUCTIONAL TECHNOLOGY  
 ▶ ISTC 789 - PRACTICUM AND PORTFOLIO IN SCHOOL LIBRARY MEDIA

15. To search and select additional classes, repeat steps 9–14
16. When finished adding classes, view classes in the **Shopping Cart**
17. FINAL STEP: Select the boxes next to classes that should be added to schedule
18. Click **Enroll**, confirm classes and click on **FINISH ENROLLING**
19. Enrollment success will be verified by a green check mark