MyUNLV 9.2 Sign On Page

The MyUNLV 9.2 Sign On page has been simplified. You will log in using your current NSHE ID and password, there is no need to reset your password. However, it is very important you clear your browser cache the first time you log in after the upgrade is completed. Find assistance clearing your cache in our Clear Browsing Cache blog or by searching your browser’s instructions for clearing cache.

The first time you log into MyUNLV after the 9.2 upgrade you MUST clear your cache to ensure optimal system performance.
Enrollment Tile

The Enrollment Tile is where you can access everything you need to add, drop, swap and update course registration. Specifically, you will find your current class schedule, your final exam schedule, the class search, enroll, drop and swap, the planner, enroll by requirements, change to audit. Finally, you will find the searchable catalog and class schedule under this tile. The following guide will walk you through Add, Drop, Swap, and Update.

Class Search and Enroll - Adding Classes

1. To add a class, select **Class Search and Enroll**
**Mobile Navigation:** The left hand navigation menu on a mobile device will be represented by a blue box with two vertical white lines. Click this icon and you will see the left navigation menu.

2 Your active terms will display, select the term for which you would like to register.

3 Once you select a term, you will be brought to a page where you can Search for Classes. You can search in several ways.
   a. Enter in the desired class in the Search for Classes field.

   This will return a list of search results. You can scroll through the results and/or filter the search more using the options (like meeting days) on the left hand side.
3  b. Click the **Additional ways to search** link that will give you options to search available subjects, catalog number, and instructor last name. This will return a list of search results, which you can filter using the options to the left.

4  c. You may also see classes saved in Favorites or Recently Searched.

5  Once you select the class to which you would like to register, click on the section and you will be taken to the registration steps.

   **Step 1 - Review Class Section.** To review the full class information including the meeting information, enrollment requirements and notes, class details, and number of students enrolled click on the linked class number.
Once you have reviewed the class information, click the **Next** button in the upper right of your screen or the **Enroll or Add to Cart** option on the left navigation.

**Step 2 of 3: Enroll or Add to Cart**

Do you wish to enroll or add the class to your Shopping Cart?

- Enroll
- Add to Shopping

5 You will be asked if you are sure, if you click **Yes** you will be taken to a screen that will indicate if you have added your class to your shopping cart OR if you have been registered for the class.

**Please note** - if you add the class to your shopping cart, you are simply saving the class to add it later. Your seat is not saved and the class can continue to fill.

If you are unable to register for a class for any number of reasons including time conflicts, registration periods passing, not meeting requirements, and more - you will see a detailed message indicating why you were not enrolled in the course.

Address the reason and you can return to MyUNLV and enroll in the course.
### Enrolling from the Shopping Cart

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To enroll in classes that have been added to your Shopping Cart, select the <strong>Shopping Cart</strong> on the left hand navigation.</td>
</tr>
</tbody>
</table>
| 2    | You will be taken to a list of the classes you have added to your shopping cart.  
You may change class preferences, like the number of credits on a variable credit class, by clicking the link to the far right.  
Click the check mark to the left of the class. Mark the class(es) to which you would like to enroll.  
Then click **Enroll**. |
| 3    | You will be asked if you are sure, if you click **Yes** you will be taken to a screen that will indicate if you have been successfully registered for your class(es).  
If you are unable to register for a class for any number of reasons including time conflicts, registration periods passing, not meeting requirements, and more - you will see a detailed message indicating why you were not enrolled in the course.  
Address the reason and you can return to MyUNLV and enroll in the course. |
# Dropping Classes

1. To drop one or more classes, select the **Drop Classes** option in the left hand navigation.

   
   **Mobile Navigation:** the left hand navigation menu on a mobile device will be represented by a blue box with two vertical white lines. Click this icon and you will see the left navigation menu.

2. Terms in which you are registered will display, select the term in which you would like to drop a class.

3. Once you select the term, you will be shown a list of all the courses you are currently enrolled in for that term.

   Click the checkbox next to the class(es) you would like to drop.

   Click the **Next** button in the upper right of your screen or the **Review and Submit** option on the left navigation.
4 Click **Drop Classes**.

5 You will be asked to confirm. If you are ready to drop, click Yes. Once the class is dropped, you will see a message confirming the class has been dropped.

**Swapping Classes**

When you swap a class, you will be simultaneously Dropped from one class and Added another. By doing this transaction as a Swap, the system will not Drop you from the selected class, unless the Add will also be successful. If the system finds that you cannot successfully Drop the selected class and Add the selected class, then neither part of the transaction will be performed.

1 To drop Swap classes, select the **Swap Classes** option on the left navigation menu.

2 Terms in which you are registered will display, select the term in which you would like to drop a class.

3 Once you select a term, you will be brought
to a page where you will set up the Swap process.

Step 1 - select the class that you wish to swap from the **Swap This Class** dropdown menu.

Step 2 - identify the class you swap into by either:
- Searching for classes
- Selecting a class from the Shopping Cart
- Entering a Class Number

4 **Once you select a class, you will be able to Review Class Selection.**

5 **Next, Confirm Class Swap and click Submit.**

6 **You will be asked to confirm. If you are ready to swap, click Yes. Once the classes are swapped, you will see a message confirming the class has been added to your schedule.**

**Update Classes**

The update class option allow you to change the preferences on the classes in which you are enrolled. You will use the update option to change the selection of units if the class is a variable unit class or change a lab or discussion section associated with a lecture you are registered in.
Reviewing Enrollment Transactions

Once you have finished your enrollment transactions; add, drop, swap, or update, you will see all of the changes reflected in your Class Schedule which can be viewed by clicking View My Classes.

In addition, you will likely want to review any tuition and fee changes on your account. To do so, return to the Rebel Student Homepage and select the My Account tile.