BRUIN QUICK GUIDE: How to Enroll Using the Add a Class Button

Step	Action
	Once you have logged into BRUIN;
1.	Click on the **MY CLASSES** category.
2.	Click on the [ADD A CLASS] button.
3.	Click on the [SEARCH] button.
4.	Type in the course subject in the **COURSE SUBJECT** field, or click the [SELECT SUBJECT] link to search by course subject.
5.	Type in the course number in the **COURSE NUMBER** field.
6.	From the **COURSE CAREER** drop down list, select the **COURSE CAREER**. *EXAMPLE: Undergraduate, Graduate, etc.*
7.	Click the **SHOW OPEN CLASSES ONLY** check box.
8.	Click on the [SEARCH] button.
9.	Once your desired class is located, click on the [SELECT CLASS] button. *If desired class is not available, please contact the OneStop Service Center at 800-756-7920 or 402-293-2000, Option 0.*
10.	Verify the class information. Click the [NEXT] button.
11.	Click on the check box to the left of the class to select the class.
12.	Click on the [VALIDATE] button. *Review the shopping cart message. If you have any questions or need assistance pertaining to this message, please contact the OneStop Service Center at 800-756-7920 or 402-293-2000, Option 0.*
13.	Click on the [SHOPPING CART] link.
14.	Click on the check box to the left of the class to select the class.
15.	Click on the [ENROLL] button.
16.	Confirm class is correct, click on the [FINISH ENROLLING] button.
	Success message will be displayed.
17.	Close the box.
	End of Procedure.