Online Registration

- Go to https://go.pfw.edu
- Enter your username and password.
  - First time users need to click on First-Time User? and follow the instructions to activate the network account
    - This includes finding out what your username is, setting up your password, and setting up a security question and answer.
  - If you have activated your network account but have forgotten your username or password, click on Forgot username? or Forgot password?

Contact ITS Helpdesk 260.481.6030 for additional assistance with goPFW.
Online Registration

- After logging in to goPFW, **Click** on the **Enrollment** tab

![goPFW screenshot](image)

- **Locate** the **Registration Tools** channel on the **Enrollment** tab. There are two options for registering.

- **Option 1**- If you know the CRN (Course Registration Number) for the course you want to register for, click on **Registration – Add/Drop Classes (During Full Refund Period)**

![Registration Tools screenshot](image)
Online Registration

- **Select** the appropriate term from the drop down and click **Submit**

![Select Term](image)

- **Enter** CRN in the box and click **Submit Changes**
  - If the classes are added successfully, they will be added to the **Current Schedule**

![Add/Drop Classes](image)
Online Registration

- **Option 2** If you don’t know the CRNs for the courses you want to register for, **Click** on Look-up Classes To Add

- **Select** the appropriate term from the drop down and click **Submit**
Online Registration

- **Select** the subject you are looking for and click Course Search
- For more search options click Advanced Search

- **Click** View Sections of the course you are looking for
Online Registration

- **Click** the check box next to the class you want to register for
  - The check box only appears if the student and course are eligible for registration
- **Click** Register
  - C = Closed
  - NR = Course is not available for registration
  - SR = Student is not eligible for registration
Online Registration

- Class now appears in Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Sub</th>
<th>CRN</th>
<th>Sub</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Apr 05, 2019</td>
<td>None</td>
<td>51099</td>
<td>B00L 01 10000</td>
<td>Undergraduate</td>
<td>3.00</td>
<td>Regular Grade</td>
</tr>
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<td><strong>Web Registered</strong> on Apr 05, 2019</td>
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<td>31707</td>
<td>ENSL 01 10201</td>
<td>Undergraduate</td>
<td>3.00</td>
<td>Regular Grade</td>
</tr>
</tbody>
</table>

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 15.000
Date: Apr 05, 2019 11:25 am

Links to Detailed Schedule and Graphic Schedule

Errors Will Appear Here
Online Registration

➢ **Review** your class schedule
  ○ **Click** Detailed schedule of Classes

➢ **Select** Term from drop down
➢ **Click** Submit
Online Registration

➢ View Detailed Schedule of Classes

Please Note: Any class which meets at a location of DE or OC is a distance learning or off-campus course. View an explanation of distance learning and off-campus location abbreviations. Contact the Division of Continuing Studies for additional information about distance learning or off-campus courses. All Labor Studies online classes are taught through Indiana University’s OnCourse system, not on IPPW’s Blackboard Vista. Call the Division of Labor Studies for more information about OnCourse.

When a letter follows the section number (ex. 02U, 03W, 04C), the letter represents a delivery format, an off-campus location or a special restriction for that section. View an explanation of the section letters.

Total Credit Hours: 6.000

Intro To Biol World - BIOL 10000 - 01

Associated Term: Summer 2019
CRN: 31099
Status: **Web Registered** on Apr 05, 2019
Assigned Instructor:
Grade Mode: Regular Grade
Credits: 3.000
Level: Undergraduate
Campus: Fort Wayne Main Campus

Scheduled Meeting Times

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>12:30 pm - 2:50 pm</td>
<td>MTR</td>
<td>Science Building 168</td>
<td>May 13, 2019 - Jun 21, 2019</td>
<td>Lecture</td>
<td>IBA</td>
</tr>
</tbody>
</table>

Modern World Literature - ENGL 10201 - 01

Associated Term: Summer 2019
CRN: 31707
Status: **Web Registered** on Apr 05, 2019
Assigned Instructor: Lidan Lin

Grade Mode: Regular Grade
Credits: 3.000
Level: Undergraduate
Campus: Distance Education

Scheduled Meeting Times

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>IBA</td>
<td>Internet Class</td>
<td>May 13, 2019 - Jun 21, 2019</td>
<td>Distance Education</td>
<td>Lidan Lin (P)</td>
<td></td>
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