

HOW TO REGISTER THROUGH FLEXIBLE REGISTRATION (FLEX-REG)

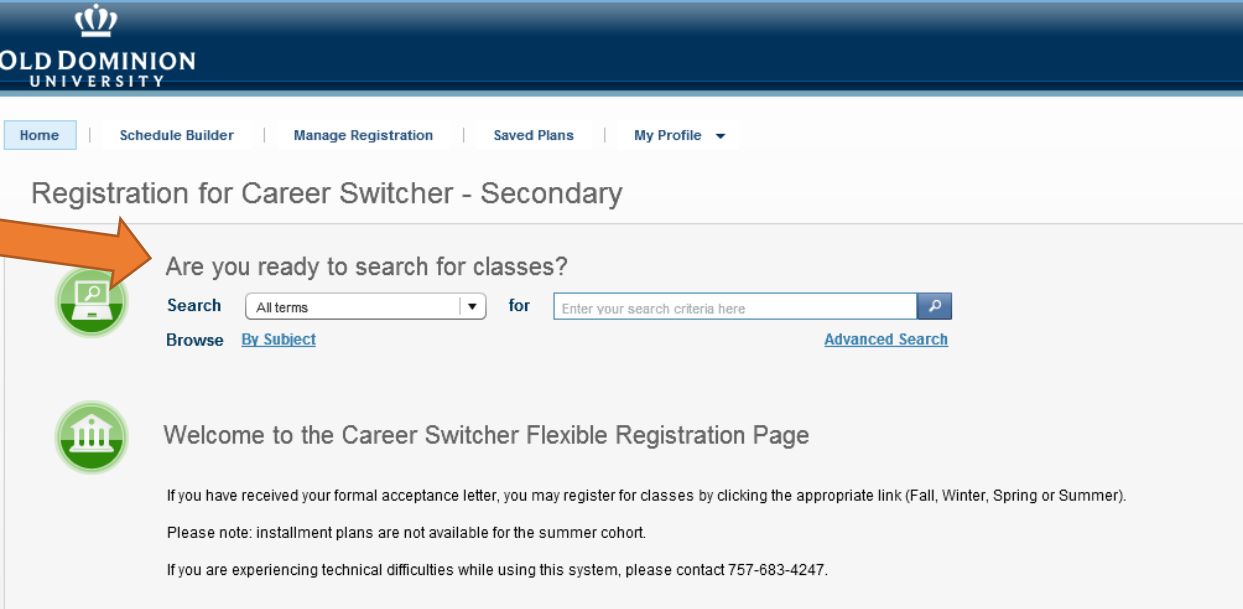
Employee will start the process of registering for training courses by clicking on the URL address assigned to its particular training course.

Example:

<https://register.odu.edu/flexibleregistration/index.jsp?frc=CHROME>

Registration Instructions:

1. On the training course landing page, you can search for the desired training course under the section, 'Are you ready to search for classes?'
2. Select the desired term using the drop down menu.



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Home | Schedule Builder | Manage Registration | Saved Plans | My Profile ▾

Registration for Career Switcher - Secondary

Are you ready to search for classes?

Search for

Browse [By Subject](#) [Advanced Search](#)

Welcome to the Career Switcher Flexible Registration Page

If you have received your formal acceptance letter, you may register for classes by clicking the appropriate link (Fall, Winter, Spring or Summer).

Please note: installment plans are not available for the summer cohort.

If you are experiencing technical difficulties while using this system, please contact 757-683-4247.

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3. After selecting the desired term, click on the magnifying glass button to begin search.

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4. The course(s) will be listed in the Schedule Builder section on left hand side of the catalog. You can view the course(s) and/or get more details concerning the course(s) by hovering the mouse over the right hand side of the desired course, then click on the magnifying glass.

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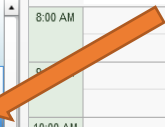
Search for  [Advanced Search](#) [Browse By Subject](#)

Schedule Builder

To add classes to your schedule, use the search bar above to search for classes. From the Search Results on the left below, drag and drop the class to your schedule, or hover over the class to display the icons to either view the class

Search Results (Found 21 classes.)

Sort... [Detailed View](#)

- XPCL 5005 SPR - DESIGN FOR EFFECTIVE INSTF
Non Credit Seats: 12
Fees: \$230.00
- XPCL 5010 SPR - STUDENT ASSESSMENT
Non Credit Seats: 11
Fees: \$230.00  
- XPCL 5015 SPR - EXPL. THE CURR. FRAMEWOR
Non Credit Seats: 13
Fees: \$230.00
- XPCL 5020 SPR - GENERAL CLASSROOM MGM
Non Credit Seats: 12
Fees: \$230.00

Schedule

Current Registered

	Sunday	Monday	Tuesday	Wednesday
8:00 AM				
10:00 AM				
11:00 AM				
12:00 PM				

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- Next, to add the course(s) to your schedule/cart, then hover the mouse over the right hand side of the desired course, then click on the add button (Button with a “+” sign).

Search Results (Found 21 classes.)

Course	Non Credit	Seats	Fees	Action
XPCL 5005 SPR - DESIGN FOR EFFECTIVE INST	Non Credit	12	\$230.00	
XPCL 5010 SPR - STUDENT ASSESSMENT	Non Credit	12	\$230.00	+
XPCL 5015 SPR - EXPL. THE CURR. FRAMEWOR	Non Credit	13	\$230.00	
XPCL 5020 SPR - GENERAL CLASSROOM MGM	Non Credit	12	\$230.00	

Schedule

Legend: Current Registered

Time	Sunday	Monday	Tuesday	Wednesday
8:00 AM				
9:00 AM				
10:00 AM				
11:00 AM				
12:00 PM				

- After adding the desired course(s), click on the ‘Register’ button at the bottom right hand side of the catalog.

Search Results (Found 1 class.)

Course	Non Credit	Seats	Fees
ZFST 100 0 - Faculty Staff Training	Non Credit	25	\$0.00

Schedule

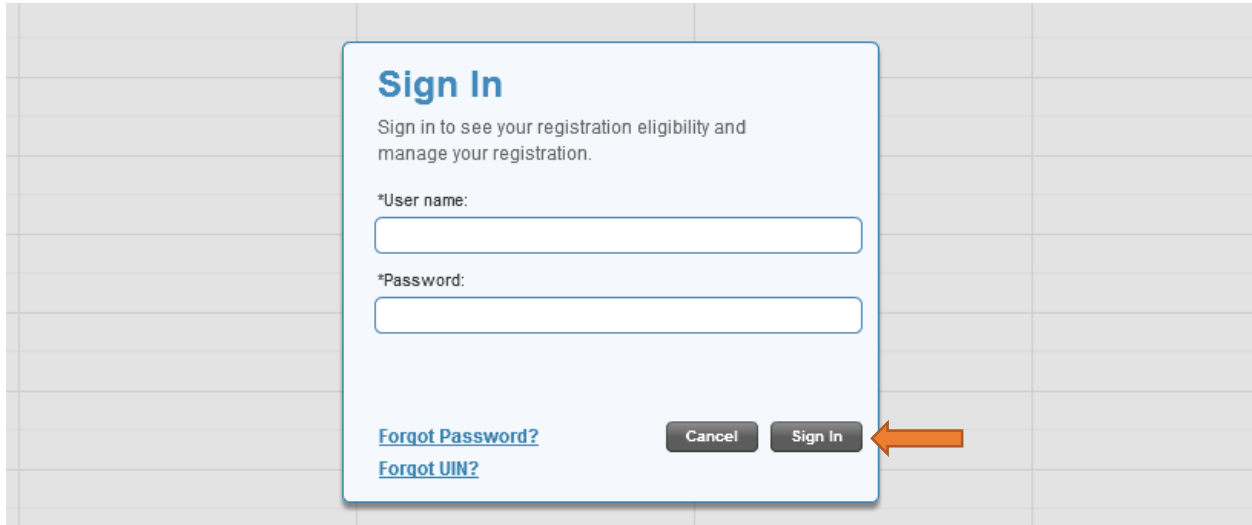
Legend: Current Registered

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM							
9:00 AM							
10:00 AM		ZFST 100 0 - Faculty Staff Training					
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							

Buttons: **Start Over** **Save** **Register**

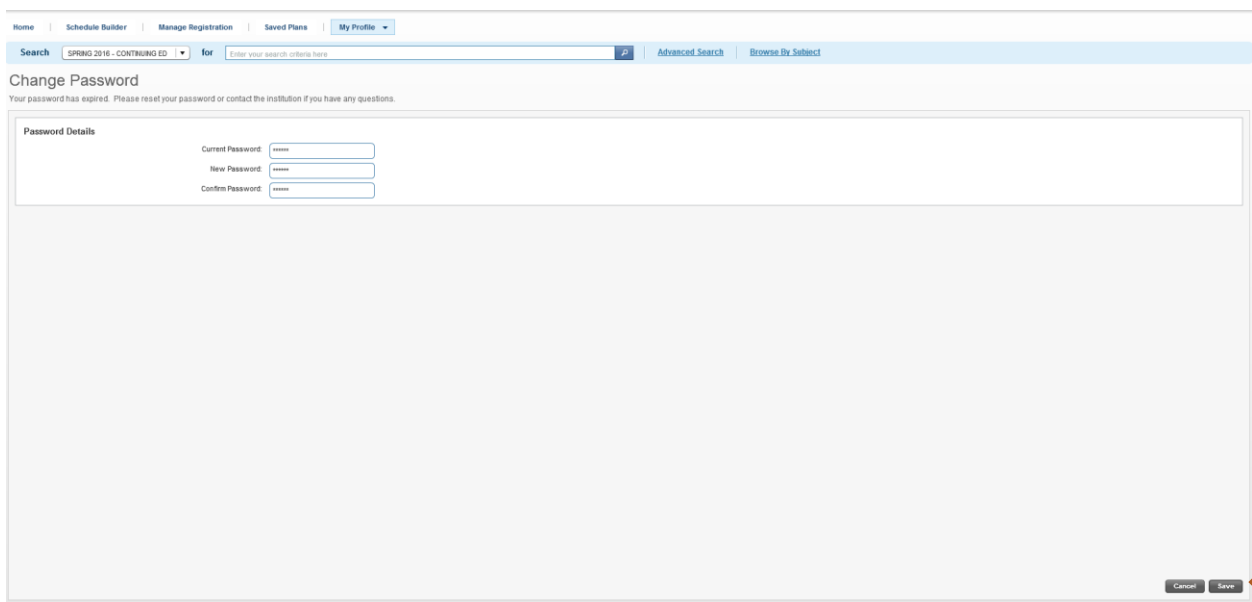
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- Next, the employee must Sign In by entering their University Identification Number (UIN) for the Login ID and date of birth (MMDDYY) for Password. Then, click the 'Sign In' button.



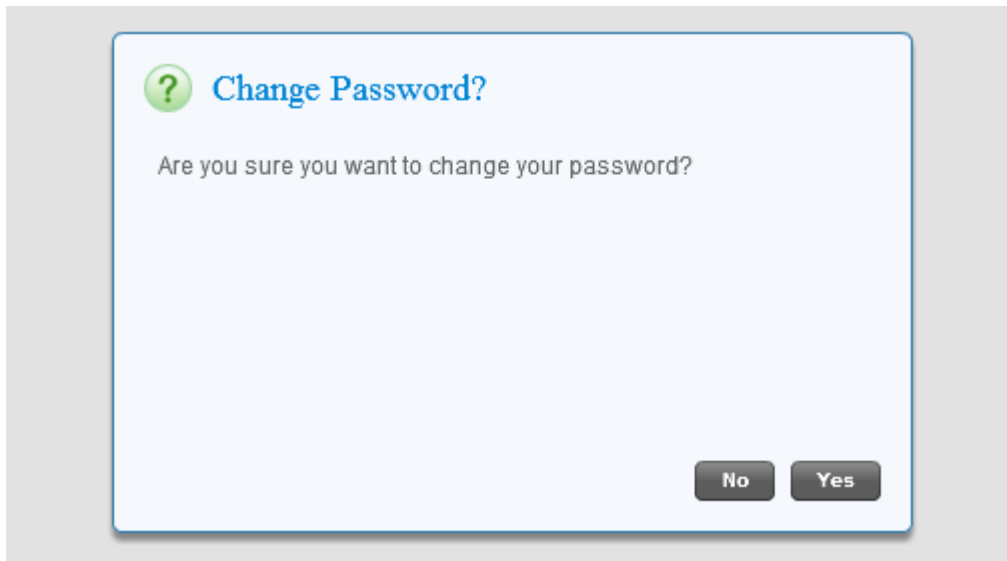
- You will be prompted to change your password to a new six (6) digit password. Enter 'Current Password', 'New Password', then 'Confirm Password'. Click 'Save' button.

*** Note: Please make a note of the password for future use.**



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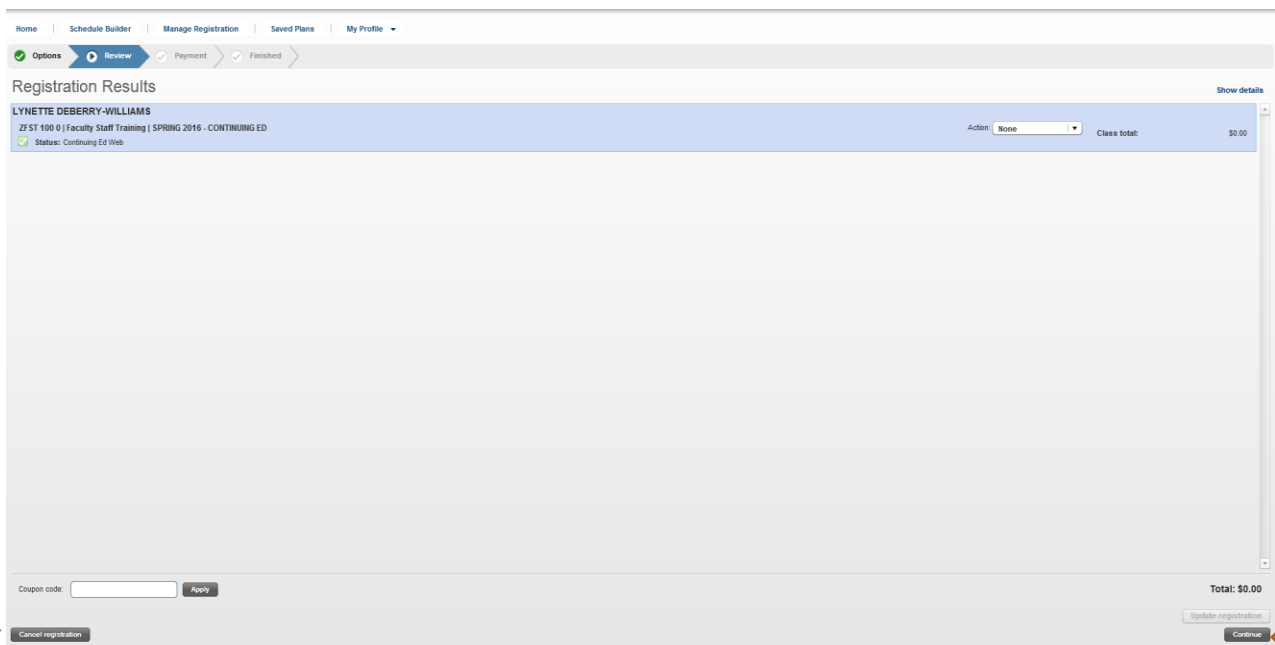
9. Click 'Yes' to change password.



10. Review and confirm Registration Results.

If correct, click the 'Continue' button at the bottom right hand corner of the page and continue to Step #9.

If not correct, click the 'Cancel registration' button at the bottom left hand corner of the page and follow the instructions located in the 'Start Over' section below.



HOW TO REGISTER THROUGH FLEXIBLE REGISTRATION (FLEX-REG)

11. Finalize Registration by clicking on the 'Finalize Registration' button at the bottom right hand corner of the page.

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Home | Schedule Builder | Manage Registration | Saved Plans | My Profile

Options | Review | **Payment** | Finished

Finalize Registration

You are registered for the following class(es)
Below is a confirmation of the classes you are registering for.

DEREK HARRELL

ZFST 100 0 | Faculty Staff Training

Total Now Due: \$0.00

Cancel registration | **Finalize registration**

12. Your Final Schedule will appear. Print schedule for your records. Then, Sign Out by clicking on the 'Sign Out' button at the top right hand corner of the Catalog.

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DEREK HARRELL | Sign Out

Home | Schedule Builder | Manage Registration | Saved Plans | My Profile

Options | Review | Payment | **Finished**

Final Invoice

Your registration is complete. Please print this page for your records by clicking the 'Print' button at the bottom right of this screen.

Name: DEREK HARRELL
Payment method: Bill me later
Date: Apr 06, 2016

Schedule

ZFST 100 0 | Faculty Staff Training
Term: SPRING 2016 - CONTINUING ED
CRN: 90137
Schedule type: NONCREDIT INSTRUCTION
Instructor: STAFF

CEU hours: 0.000
Grade mode: Non Credit
Course level: Non Credit

Start date	End date	Days	Start time	End time	Campus	Building	Room
Students Registered for this section: DEREK HARRELL							

Invoice

DEREK HARRELL

ZFST 100 0 | Faculty Staff Training

Total Now Due: \$0.00

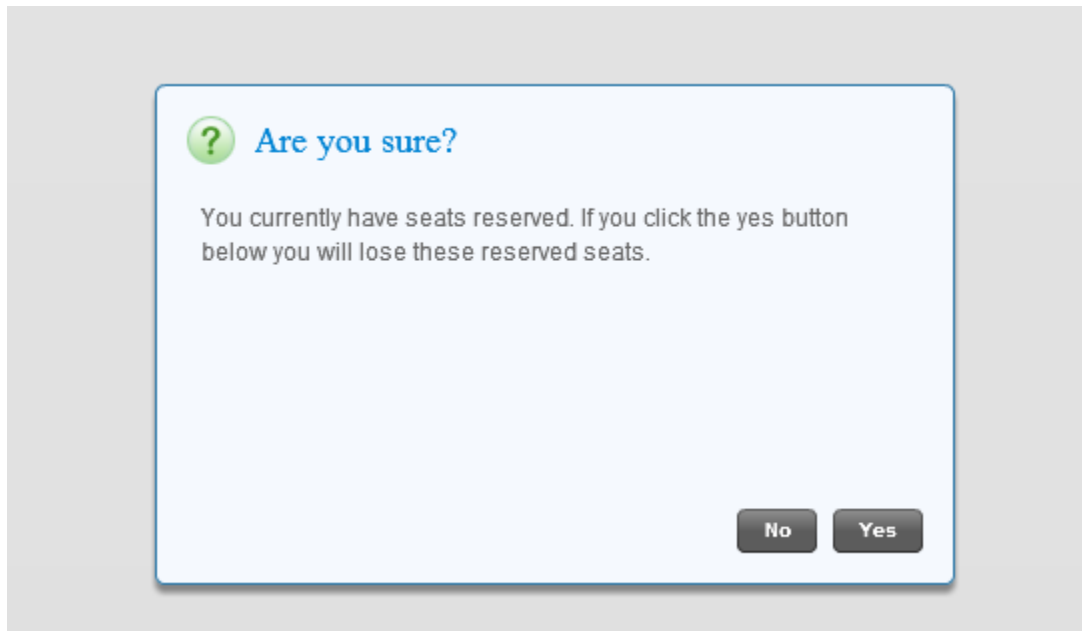
Go back home | **Print**

Banner Flexible Registration v6.6.1

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Start Over Section:

After you click the 'Cancel registration' button, an 'Are you sure?' box will appear. Click, 'Yes'.



You will return back to your Schedule Builder page. Click on the 'Start Over' button at the bottom left hand corner of the page. Proceed to follow the Registration Instructions starting at step #4

