HOW TO REGISTER THROUGH FLEXIBLE REGISTRATION (FLEX-REG)
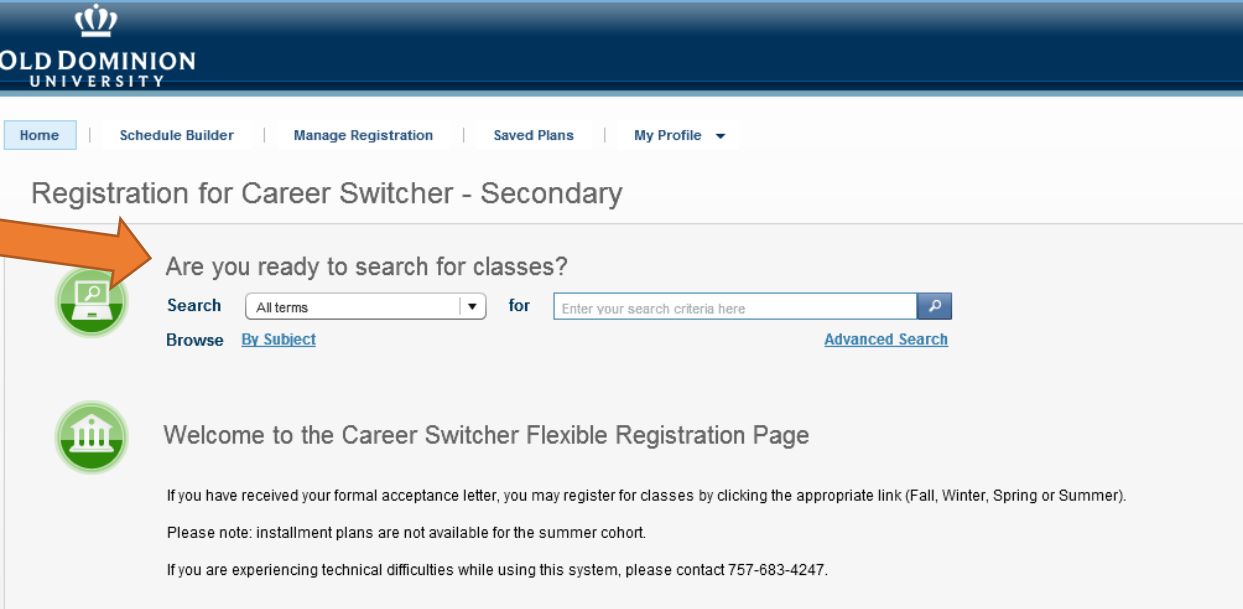
Employee will start the process of registering for training courses by clicking on the URL address assigned to its particular training course.

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

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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5. 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).

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

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7. 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.

Sign In

Sign in to see your registration eligibility and manage your registration.

*User name:

*Password:

Forgot Password?
Forgot UIN?

Cancel   Sign In

8. 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.**

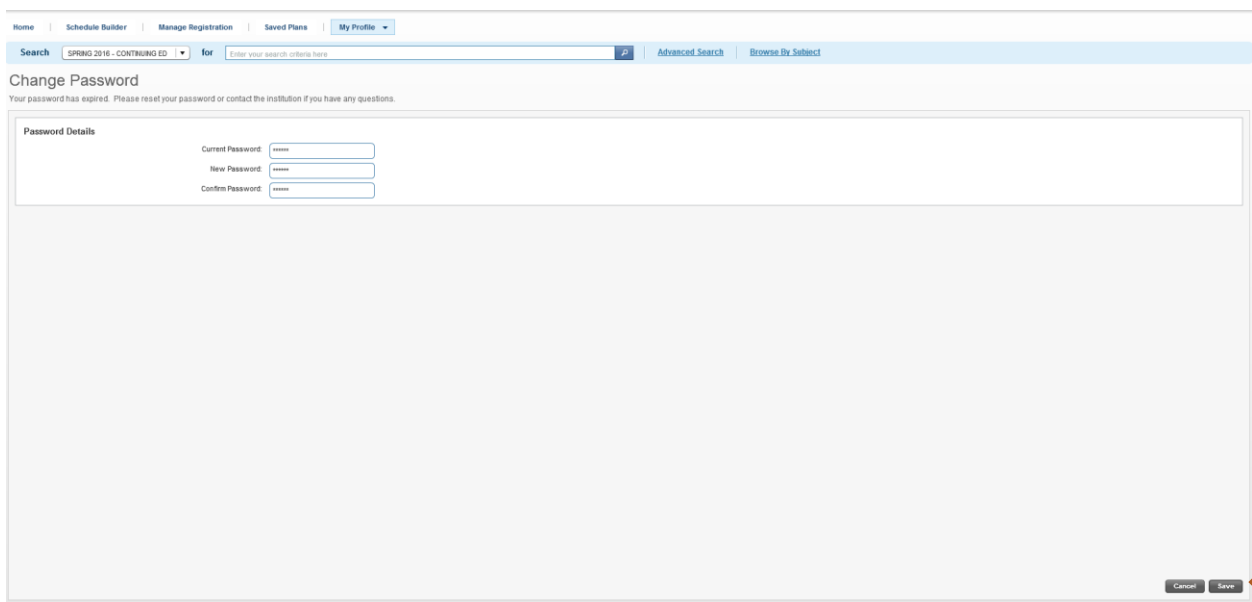Home | Schedule Builder | Manage Registration | Saved Plans | My Profile ▾

Search SPRING 2016 - CONTINUING ED ▾ for Enter your search criteria here   Advanced Search | Browse By Subject

Change Password
Your password has expired. Please reset your password or contact the institution if you have any questions.

Password Details

Current Password: ••••••
New Password: ••••••
Confirm Password: ••••••

Cancel Save

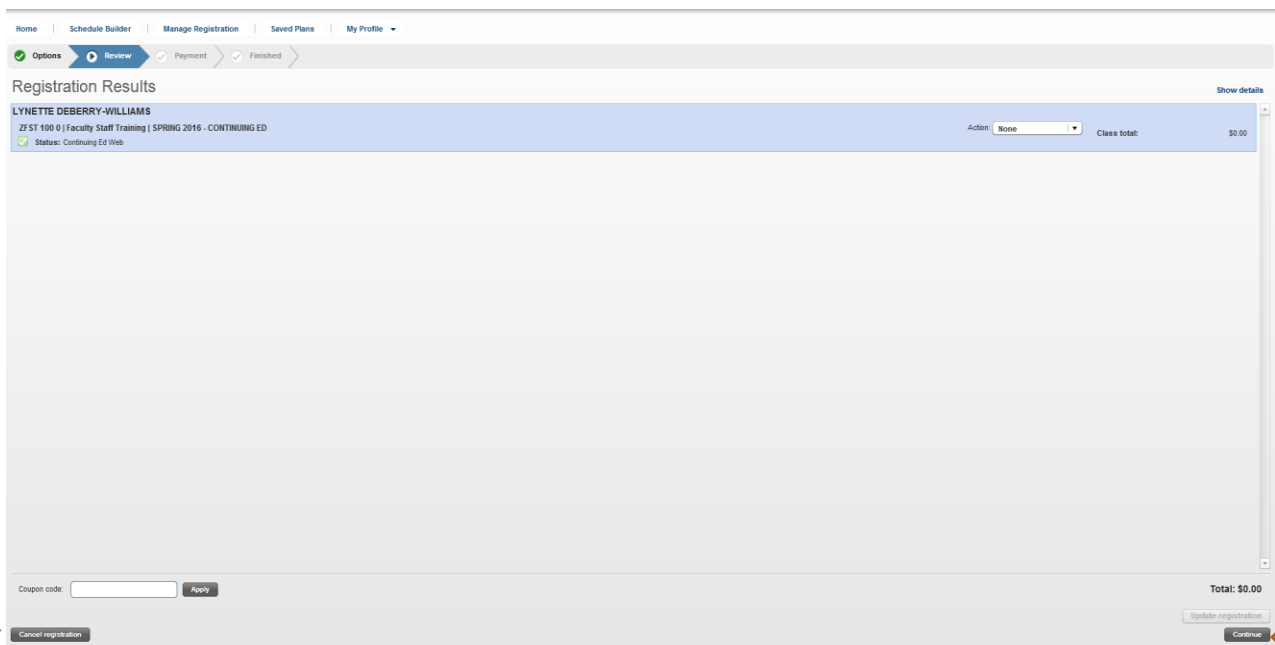# HOW TO REGISTER THROUGH FLEXIBLE REGISTRATION (FLEX-REG)

9. Click 'Yes' to change password.
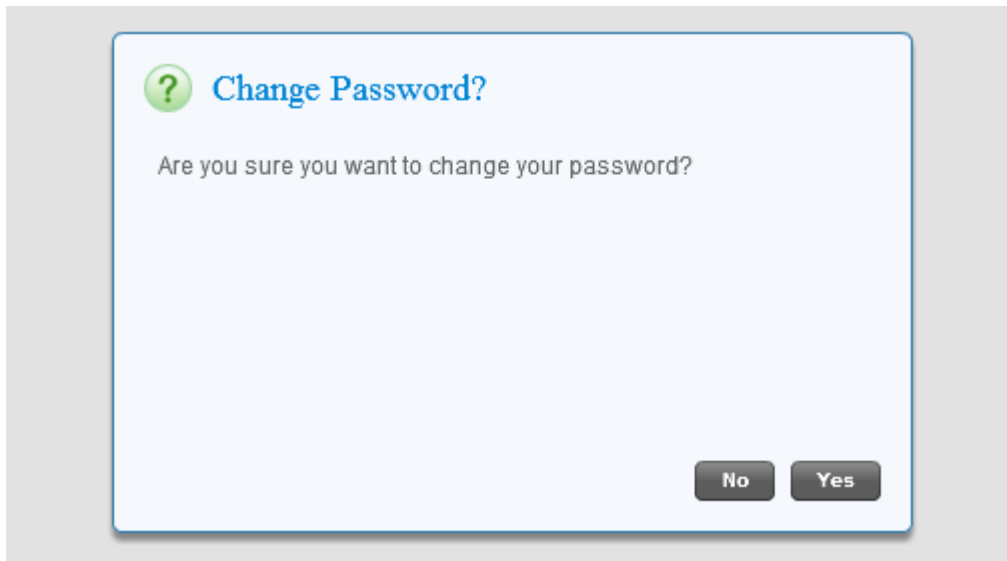
10. Review and confirm Registration Results.
    If correct, click the 'Continue' button at the bottom right hand corner of the page and continue to Step #9.
    If not correct, click the 'Cancel registration' button at the bottom left hand corner of the page and follow the instructions located in the 'Start Over' section below.

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

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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Start Over Section:

After you click the 'Cancel registration' button, an 'Are you sure?' box will appear. Click, 'Yes'.
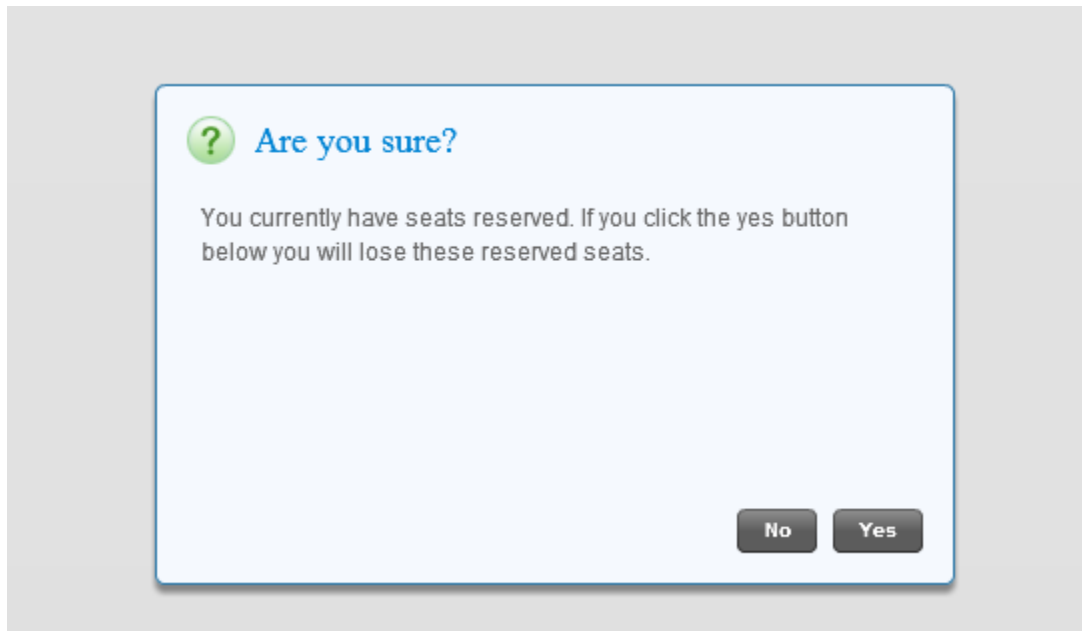
You will return back to your Schedule Builder page. Click on the 'Start Over' button at the bottom left hand corner of the page. Proceed to follow the Registration Instructions starting at step #4