

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

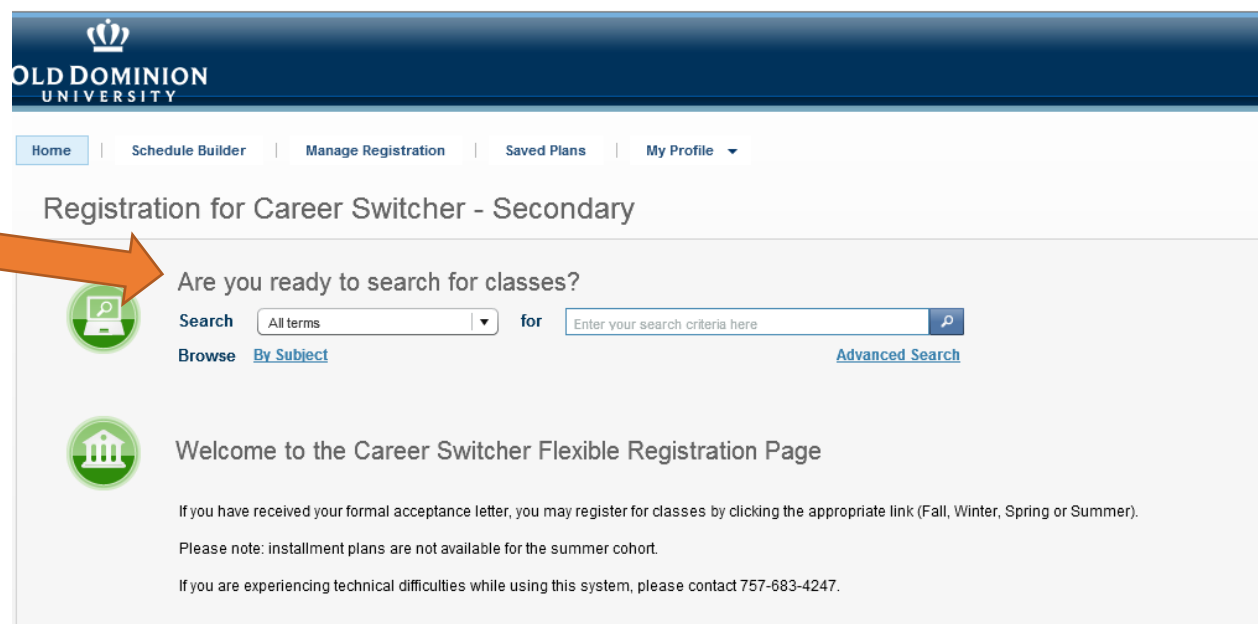
Employee will start the process of registering for training courses by clicking on the URL address assigned to its particular training course.

Example:

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

## **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.



OLD DOMINION UNIVERSITY

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

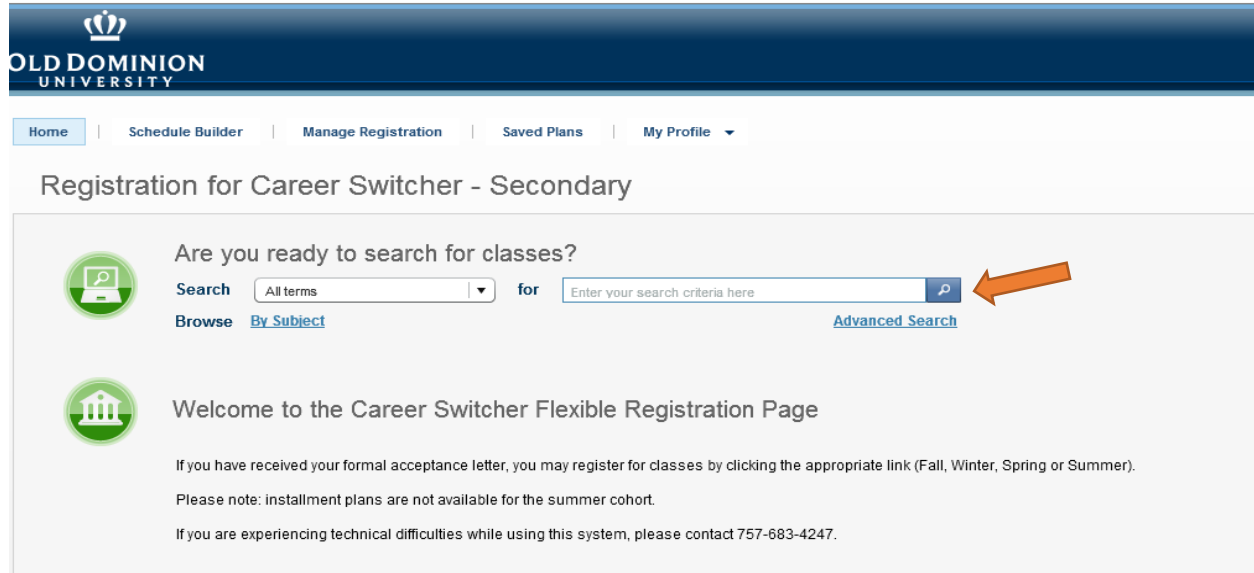
If you have received your formal acceptance letter, you may register for classes by clicking the appropriate link (Fall, Winter, Spring or Summer).

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.

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


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



Are you ready to search for classes?

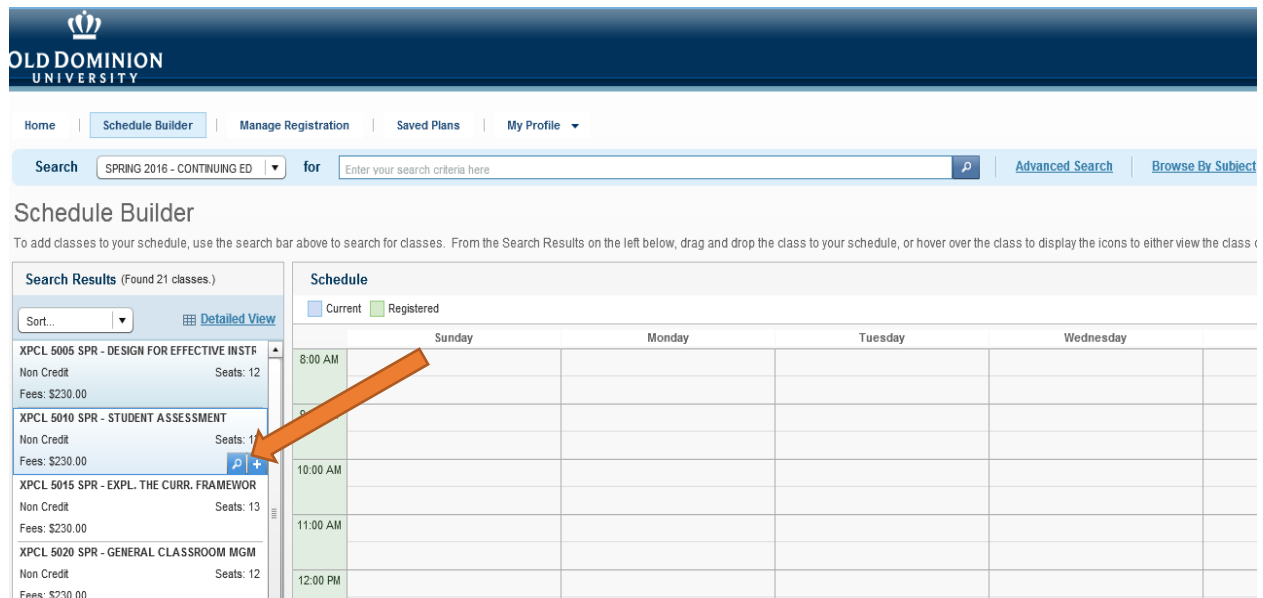
**Search**  for   

**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.

- 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.



**Search Results** (Found 21 classes.)

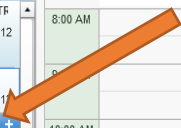
Sort... [Detailed View](#)

XPCL 5005 SPR - DESIGN FOR EFFECTIVE INSTF Non Credit Seats: 12 Fees: \$230.00				
XPCL 5010 SPR - STUDENT ASSESSMENT Non Credit Seats: 1 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				



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

- 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).

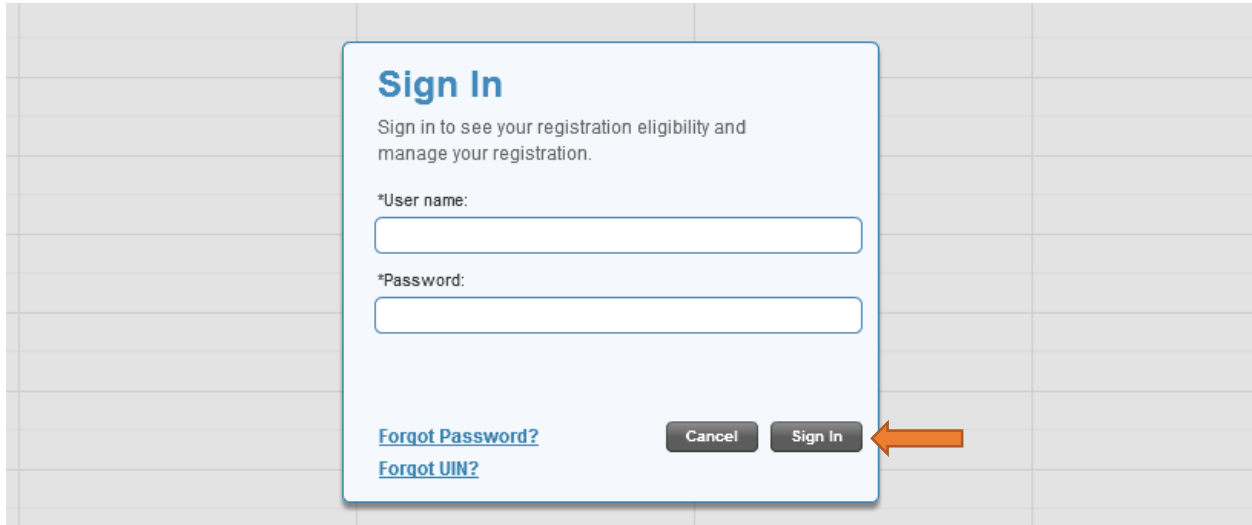
The screenshot shows the 'Schedule Builder' interface. At the top, there's a navigation bar with 'Home', 'Schedule Builder', 'Manage Registration', 'Saved Plans', and 'My Profile'. Below that is a search bar with 'SPRING 2016 - CONTINUING ED' selected. The main area is divided into 'Search Results (Found 21 classes.)' and 'Schedule'. The search results list several courses, with 'XPCL 5015 SPR - EXPL. THE CURR. FRAMEWOR' highlighted. An orange arrow points to the '+' icon next to this course. The schedule grid shows days of the week (Sunday, Monday, Tuesday, Wednesday) and time slots (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.

The screenshot shows the 'Schedule Builder' interface. At the top, there's a navigation bar with 'Home', 'Schedule Builder', 'Manage Registration', 'Saved Plans', and 'My Profile'. Below that is a search bar with 'SPRING 2016 - CONTINUING ED' selected. The main area is divided into 'Search Results (Found 1 class.)' and 'Schedule'. The search results list one course, 'ZFST 400 0 - Faculty Staff Training'. The schedule grid shows days of the week (Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday) and time slots (8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM, 12:00 PM, 1:00 PM, 2:00 PM, 3:00 PM, 4:00 PM, 5:00 PM, 6:00 PM). An orange arrow points to the 'Register' button at the bottom right.

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

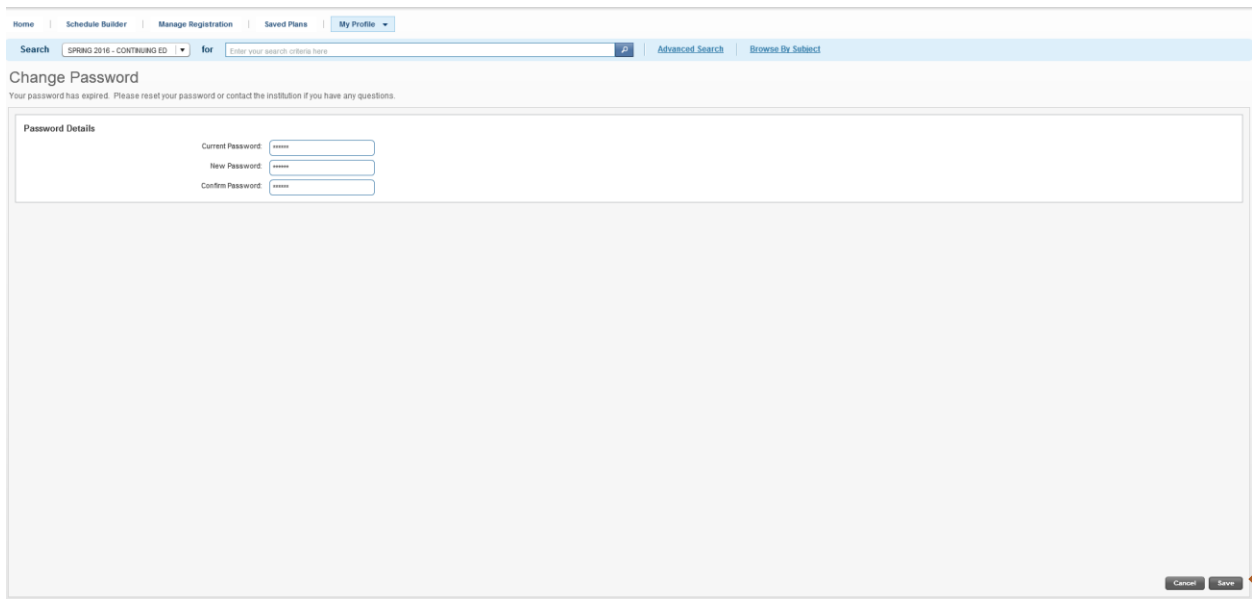
- Next, the employee must Sign In by entering their University Identification Number (UIN) for the Login ID and date of birth (MMDDYY) for Password. Then, click the 'Sign In' button.



The screenshot shows a 'Sign In' modal window. At the top, it says 'Sign In' in blue. Below that, it says 'Sign in to see your registration eligibility and manage your registration.' There are two input fields: '\*User name:' and '\*Password:'. Below the input fields are two buttons: 'Cancel' and 'Sign In'. An orange arrow points to the 'Sign In' button. There are also two links: 'Forgot Password?' and 'Forgot UIN?'.

- 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.

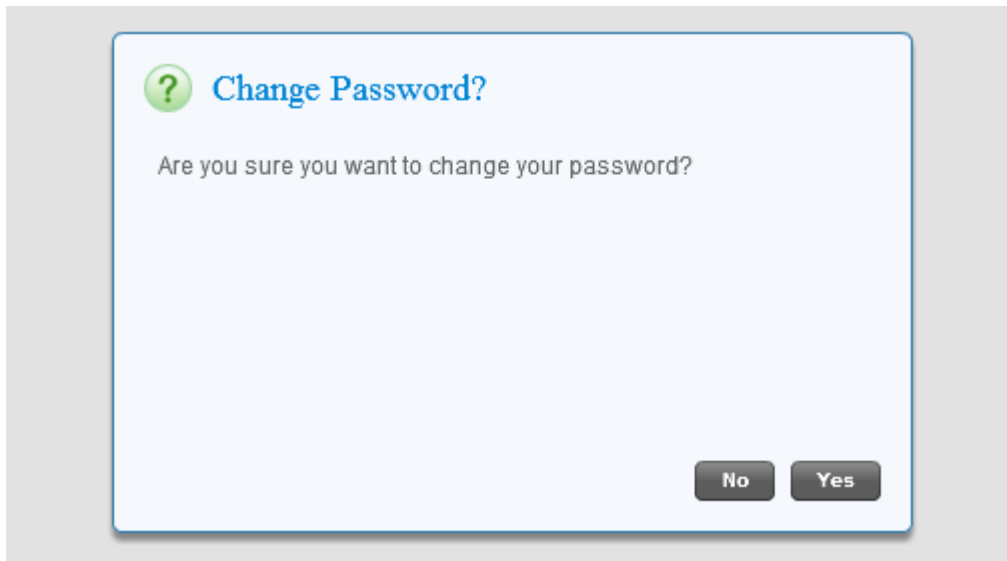
**\* Note: Please make a note of the password for future use.**



The screenshot shows a 'Change Password' page. At the top, there is a navigation bar with 'Home', 'Schedule Builder', 'Manage Registration', 'Saved Plans', and 'My Profile'. Below that is a search bar with 'Search' and 'SPRING 2016 - CONTINUING ED'. The main heading is 'Change Password' and it says 'Your password has expired. Please reset your password or contact the institution if you have any questions.' There is a 'Password Details' section with three input fields: 'Current Password', 'New Password', and 'Confirm Password'. At the bottom right, there are two buttons: 'Cancel' and 'Save'. An orange arrow points to the 'Save' button.

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

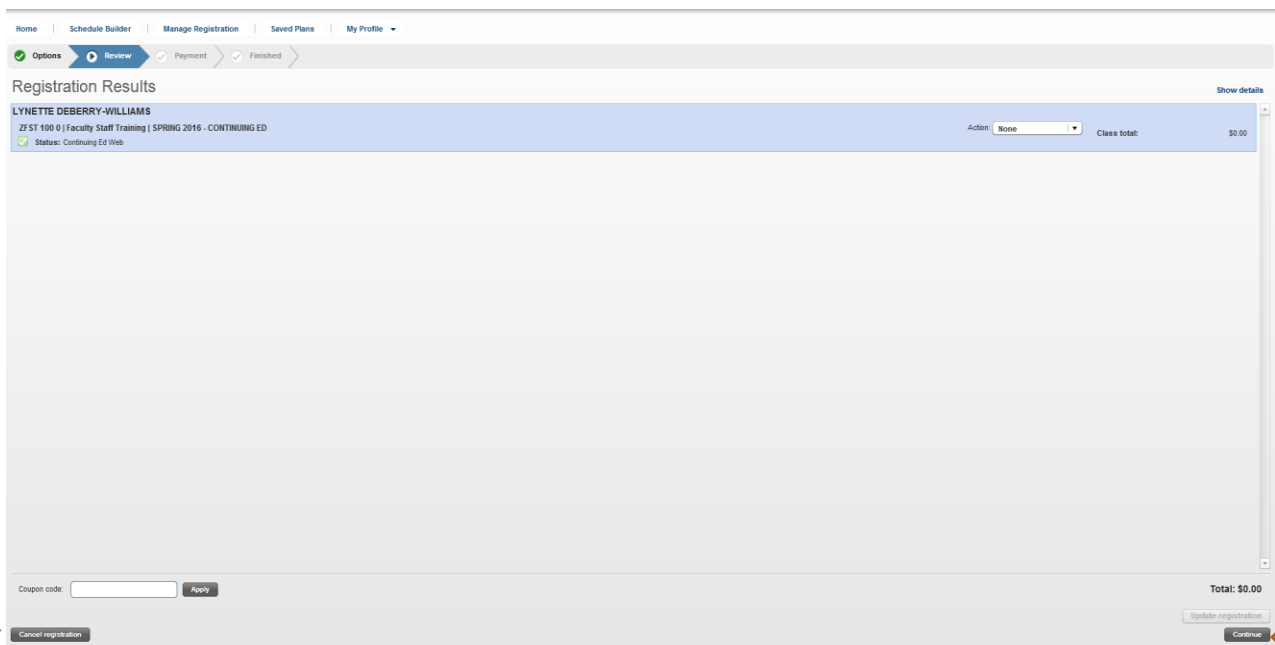
9. Click 'Yes' to change password.



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.



# 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.

OLD DOMINION UNIVERSITY

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.

OLD DOMINION UNIVERSITY

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

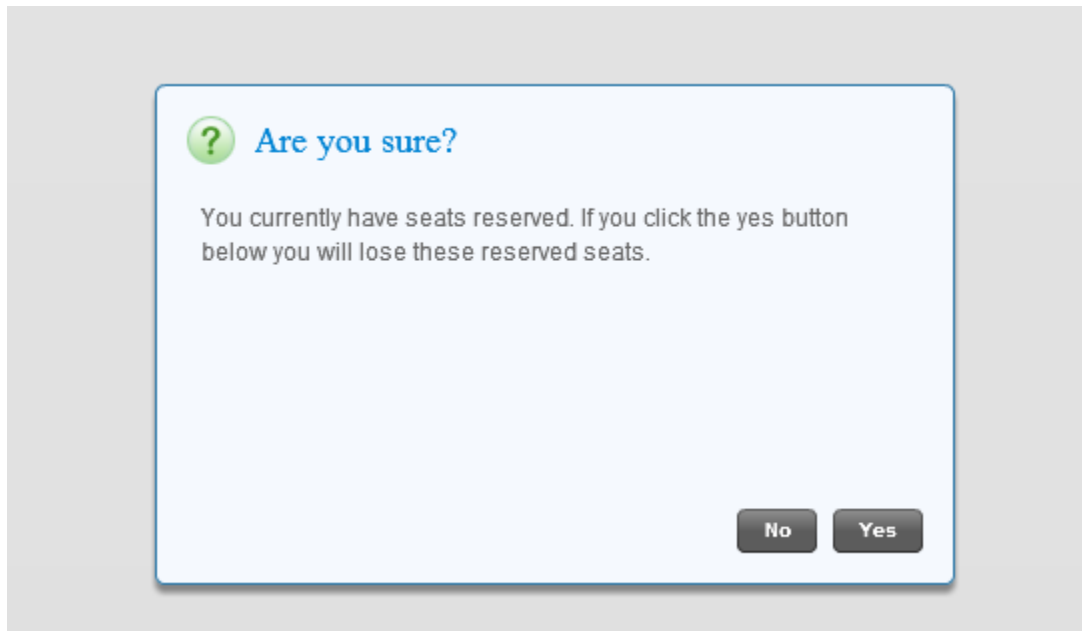
Go back home | **Print**

Banner Flexible Registration v6.6.1

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

## **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

