

## LOG INTO SELF-SERVICE

Open a web browser and navigate to <https://www.ohsu.edu/education/student-self-service>. Click on the button to access student-self service.

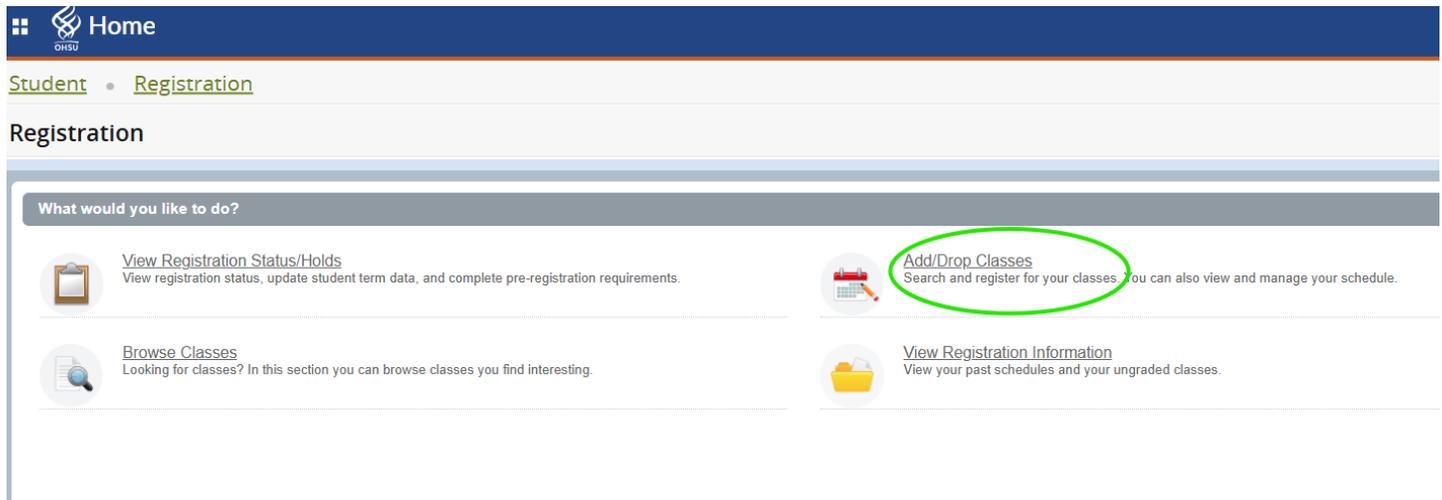
The screenshot shows the OHSU Education website. At the top left is the OHSU logo and the word "Education". To the right are navigation links: OHSU Home, Find a Doctor, MyChart, Donate, Jobs, Directions, and Contact. Below these is a search bar labeled "Search OHSU" and a yellow "Search" button. A dark blue navigation bar contains links for Programs and Schools, How to Apply, Tuition and Fees, Financial Aid, For Students, For Educators, and About. Below this is a breadcrumb trail: Home > Education at OHSU > For Students > Student Self-service. On the left is a sidebar menu with categories: Education at OHSU, Programs and Schools, How to Apply, Tuition and Fees, Financial Aid, and For Students. Under "For Students", "Student Self-service" is highlighted. The main content area is titled "Student Self-Service" and contains two paragraphs of text. The first paragraph describes current students logging in with their network ID. The second paragraph describes future students logging in with their University ID. A yellow button labeled "Student Self-Service" is prominently displayed. Below it is a link "How to Register for Classes" with a plus sign, and another link "How to Log In" with a plus sign. On the right side, there is contact information for the Office of the Registrar, including hours (Monday-Friday 7:30 a.m. - 4:00 p.m.), phone numbers (503-494-7800 and 800-775-5460), and an email link for the Office of the Registrar. There is also a link for the Staff Directory and a "Services Provided" link. At the bottom right is a yellow button labeled "How are we doing?".

## REGISTER FOR CLASSES

After logging in, you will see the menu presented below. Select “Add/Drop Classes” underneath the “Registration” menu option:

The screenshot shows the "Student Services" dashboard. At the top left is a user profile icon and the text "Hello [redacted]". Below this is a note: "Note: current students need to log in with their network ID username (not UID) in order to access certain menu options, including the degree audit." A dark grey banner reads "Welcome to Student Self-Service". Below the banner are six menu categories, each with a list of options. The "Registration" category is circled in green and contains the following options: View Holds, Add/Drop Classes, Browse Classes, and Textbook Listing. The other categories and their options are: Degree Requirements (View My Degree Audit (Current Students Only), Apply to Graduate, View Graduation Application), Academic Records (View Grades (Most Recent Term Only), View Unofficial Transcript (All Terms), Order Official Transcripts), Student Accounts Receivable (Account Information and Pay Now, Account Detail for Term, Statement and Payment History, Direct Deposit, Tax Notification (1098-T), Student Health Insurance Waivers), Financial Aid (Financial Aid Self-Service, Financial Aid Website), and Personal Information & User Account (Student Profile, Update Personal Information, Change My Name, Sign Up for OHSU Alert Texts, Complete Outstanding Action Items, Change OHSU Network Account Password (on OHSU network only), Change Student ID Number Password (must be signed on with Student ID Number)).

Select "Add/Drop Classes" one more time:



Home

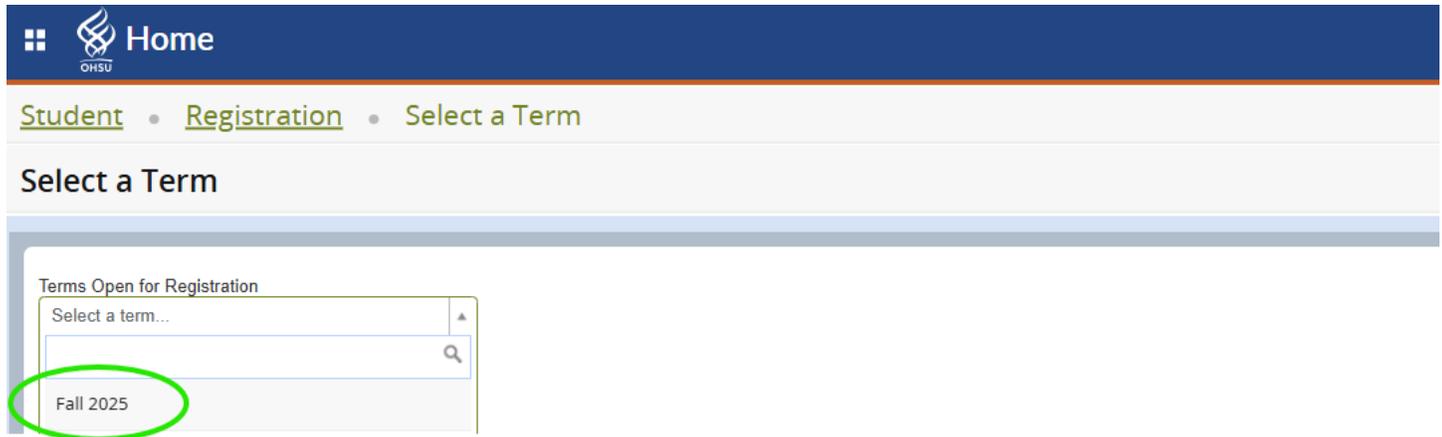
Student • Registration

### Registration

What would you like to do?

- [View Registration Status/Holds](#)  
View registration status, update student term data, and complete pre-registration requirements.
- [Add/Drop Classes](#)  
Search and register for your classes. You can also view and manage your schedule.
- [Browse Classes](#)  
Looking for classes? In this section you can browse classes you find interesting.
- [View Registration Information](#)  
View your past schedules and your ungraded classes.

Select the term you would like to register for:



Home

Student • Registration • Select a Term

### Select a Term

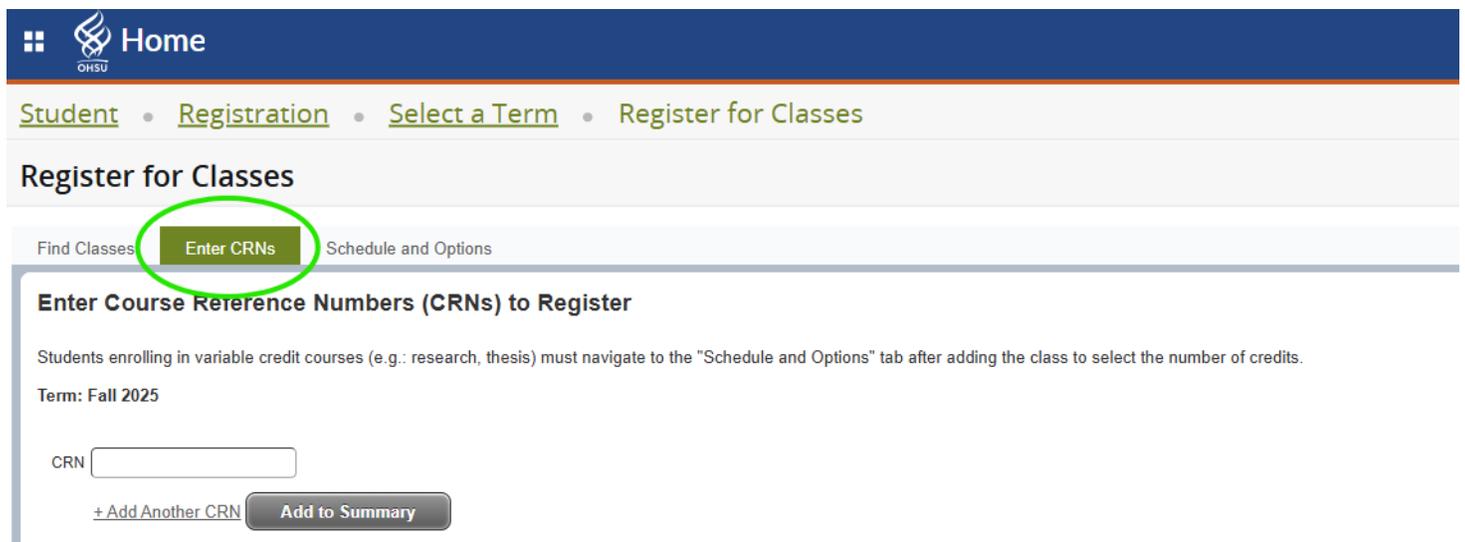
Terms Open for Registration

Select a term...

Fall 2025

### SEARCH BY CRN

If you know the CRN for the course you like to register for, you can select "Enter CRN" to find specific courses and add them to your schedule for the term.



Home

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes **Enter CRNs** Schedule and Options

#### Enter Course Reference Numbers (CRNs) to Register

Students enrolling in variable credit courses (e.g.: research, thesis) must navigate to the "Schedule and Options" tab after adding the class to select the number of credits.

Term: Fall 2025

CRN

[+ Add Another CRN](#)

Add the CRN to the CRN field and press the Add to Summary button.

Home

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes | **Enter CRNs** | Schedule and Options

#### Enter Course Reference Numbers (CRNs) to Register

Students enrolling in variable credit courses (e.g.: research, thesis) must navigate to the "Schedule and Options" tab after adding the class to select the number of credits.

Term: Fall 2025

CRN  Concepts Environmental Health ESHH 511, 1

CRN  Enviro Hlth in a Changing Wrld ESHH 519, 0

CRN  Epidemiology I EPI 512, 2

CRN

[+ Add Another CRN](#) **Add to Summary**

The entered course will then be added to the Summary section as pending.

Home

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Schedule and Options

#### Enter Your Search Criteria

Students enrolling in variable credit courses (e.g.: research, thesis) must navigate to the "Schedule and Options" tab after adding the class to select the number of credits.

Term: Fall 2025

Subject

Course Number

Keyword

Campus

#### Schedule

Class Schedule for Fall 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1pm			Enviro Hlth in a Changing Wrld				
2pm							
3pm							
4pm			Concepts Environmental Health				

#### Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Epidemiology I	EPI 512, 2	4	11110	Lecture	Pending	**Web Registered**
Enviro Hlth in a Changing...	ESHH 519, 0	3	11105	Lecture	Pending	**Web Registered**
Concepts Environmental H...	ESHH 511, 1	3	11118	Lecture	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

You will need to select the Submit button to finalize the registration.

Home

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Schedule and Options

#### Enter Your Search Criteria

Students enrolling in variable credit courses (e.g.: research, thesis) must navigate to the "Schedule and Options" tab after adding the class to select the number of credits.

Term: Fall 2025

Subject

Course Number

Keyword

Campus

#### Schedule

Class Schedule for Fall 2025

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#### Summary

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Enviro Hlth in a Changing...	ESHH 519, 0	3	11105	Lecture	Pending	**Web Registered**
Concepts Environmental H...	ESHH 511, 1	3	11118	Lecture	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

You can also search for classes by subject, course number, keyword or campus. You can also select advanced search for more search options:

Home

Student • Registration • Select a Term • Register for Classes

## Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Students enrolling in variable credit courses (e.g.: research, thesis) must navigate to the "Schedule and Options" tab after adding the class to select the number of credits.

Term: Fall 2025

Subject

Course Number

Keyword

Campus

Search Clear ▶ Advanced Search

The results of your search will be presented to you. After browsing through your results, Select the add button on the far right to add the class to your summary:

Home

Student • Registration • Select a Term • Register for Classes

## Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 10 Classes  
Term: Fall 2025 Subject: Environmental Syst Human Hlth

Search Again

Title	Subject Descrip	Course N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections	Add
Integrative Project	Environme...	502IP	0	1	11136	Fall ...	Peterson_Tawnya (...)	S M T W T F S - Type: Class Building: Portl...	Portl...	15 of 15 seats ...	Research			Add
Practice Experience	Environme...	509PE	0	1 TO 4	11130	Fall ...	Peterson_Tawnya (...)	S M T W T F S - Type: Class Building: Portl...	Portl...	15 of 15 seats ...	Work Expe...			Add
Concepts Environmental...	Environme...	511	1	3	11118	Fall ...	Marriott_Lisa (Prima...	S M T W T F S 04:00 PM - 06:30 PM Typ	Portl...	21 of 22 seats ...	Lecture			Add
Concepts Environmental...	Environme...	511	2	3	11148	Fall ...	Tratnyak_Paul (Pri...	S M T W T F S - Type: Class Building: OHS...	OHS...	24 of 25 seats ...	Lecture			Add
Geographic Info Sys Pub...	Environme...	515	0	3	11162	Fall ...	Roscoe_Charlotte (...)	S M T W T F S - Type: Class Building: OHS...	OHS...	3 of 25 seats ...	Online/The...			Add
Enviro Hlth in a Changin...	Environme...	519	0	3	11105	Fall ...		S M T W T F S 01:00 PM - 03:30 PM Tyr	Portl...	19 of 20 seats ...	Lecture			Add
Envir Toxicology & Risk...	Environme...	529	0	4	11365	Fall ...	Tratnyak_Paul (Pri...	S M T W T F S 01:00 PM - 03:30 PM Tyr	Portl...	17 of 20 seats ...	Lecture			Add

Once you click Add, the summary looks like this:

The screenshot shows the 'Register for Classes' interface. At the top, there is a navigation bar with 'Home' and a user profile icon. Below it, a breadcrumb trail reads 'Student > Registration > Select a Term > Register for Classes'. The main heading is 'Register for Classes'. There are three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Find Classes' tab is active, showing search results for 'Term: Fall 2025' and 'Subject: Environmental Syst Human Hlth'. A table lists 10 classes with columns for description, CRN, seats, and instructor. Each row has an 'Add' button. A 'Search Again' button is in the top right. Below the search results, there are two panels: 'Schedule' and 'Summary'. The 'Schedule' panel shows a weekly grid for 'Class Schedule for Fall 2025' with shaded blocks for 'Enviro Hlth in a Changing...' and 'Concepts Environmental H...'. The 'Summary' panel shows a table with columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. It lists two classes: 'Enviro Hlth in a Changing...' and 'Concepts Environmental H...'. At the bottom right of the 'Summary' panel, there is a 'Submit' button.

Review your classes in the Summary section. You can also preview your schedule. If everything looks in order, select Submit to register for your classes:

This screenshot is identical to the one above, showing the 'Register for Classes' interface. The 'Summary' panel is visible, showing the list of classes. The 'Submit' button at the bottom right of the 'Summary' panel is circled in green, indicating the final step in the registration process.