Important

- Plan Ahead allows you to plan courses for future semesters that you would like to take without registering into them. For example, if you are not registration ready for the upcoming semester but you would still like to build your schedule.
- Access to Plan Ahead is in <u>PAWS</u> under the **Registration** module. This will lead you to Self-Service Banner (SSB), the online tool where you can manage your academic information.
- For questions, please contact the Registrar's Office at 719-549-2261 or <u>csup_registrar@csupueblo.edu</u>.

DUO Two-Factor Authentication

1. After clicking Registration in PAWS, enter your login credentials.

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Forgot password
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2. Using the DUO app on your phone, enter the code that appears on screen.



If you receive the following error message, please go back into <u>PAWS</u> and click the **Financial Aid** Module instead.



Student Profile

Once logged in, you will see the **Student Profile** page. This shows your biographic and academic information.

On the left side of the screen, click "Registration"



To Plan Ahead:

1. Click on Plan Ahead.



2. Select a term from the drop-down menu and click Continue.



3. Click Create a New Plan

Student • Registration • Select a Term • Select A Plan Select A Plan Plans you have created for this term: Create a New Plan Turn: Stude Summedia 2024	CSU Pueblo		COLORADO STATE PUEBLO
Select A Plan Plans you have created for this term: Create a New Plan		Term • Select A Plan	Student • Registration • Select a
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4. Enter your course information and click Search.

COLORADO STATE UNIVERSITY PUEBLO	
Student • Registration • Select a Term • Select A Plan • Plan Ahead	
Plan Ahead	
Find Classes	
Enter Your Search Criteria	
Term: Spring Semester 2023	
Subject	
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Search Glear + Advanced Search	

5. Select the course that you want. You can click **View Sections** to see more information on available sections for the selected term. For a general selection that is not connected to available offerings, click **Add Course**

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<u>Student</u> •	- <u>Itegiati</u>	ation 🔹 <u>Select a</u>	<u>Term</u> • <u>Select A Plan</u> • Plan Ahead				
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Subject	\$	Crse \$	Title	Cred	W Sections	Course Sections	Add Course
ENG		101	Rhetoric & Writing I (GT-CO1)	3	Fall, Spring, Summer. Emphasis on critical thinking, reading, an	Q View Sections	Add Course
ENG		102	Rhetoric & Writing II (GT-CO2)	3	Fall, Spring, Summer. Sequential course providing continued en	Q View Sections	Add Course
ENG		106	Language, Thought and Culture	3	As Needed. Cross-cultural introduction to language pr Prerequisit	Q View Sections	Add Course

6. Using the *View Section* Button – This page works similarly to registering for courses. You will be able to see specific section information such as meeting days and times and course statuses. When you see a course that you would like to add to your plan, click Add. The class will be added to your schedule cart – as *Pending*

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14868	ENG	101	002	3	Rhetoric & Writing 1.(3)	<u>I-CO1) </u>	Sewell, <u>Kimberly</u> (Primary)	SMTWTFSO	9:30 A	M - 10:50 AM	Type: Class B	FULL: 0 of 16 . V 10 of 10 waitlis	Written Commun Fee - Mandatory Fee - Technology gtPathways:Intro Resident Instruct		ading		(Add	,
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7. Using the *Add Course* Button – The course will be added to your cart but you will not see any specific course sections as shown in the step above. Note that there is no Schedule type or CRN.

When you are finished, click Save Plan.

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14232	ENG 101, 001	3	Rhetoric & Writing I (GT-C	Lecture	+	Pending	Add 👻	
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	Add	led to	Plan using the "Vie	ew Section"	Button]		
							Save Plan	
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8. You will be prompted to name your new plan. Click **Save** when you are done.



9. The status of your classes will change to *Planned*. Please note that this does *not* mean that you are registered for the course(s). They are only part of your plan. You cannot register for classes through this Plan Ahead page.

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CRN	Course	Cred	Title	Schedu	le Type	Note		Status	Action	*
14232	ENG 101, 001	3	Rhetoric & Writing I (GT-C	C Lecture		+		Planned	None 🔻	
	ENG 102	3	Rhetoric & Writing II (GT			+		Planned	None v	

To Register For Classes Using Your Plan:

10. Click Register for Classes on the main Registration page in Self Service Banner



11. Select the term that you built your plan for.

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Select a Term	
How would you like to search? $oldsymbol{0}$	
Term O Date Range	
Terms Open for Registration Select a term Continue	

12. Click **Plans**. This will list all of the plans that you have built. To add courses from your plan to your cart, click the **Add** button. Note that if you used the **Add course** button when building your plan, the Add button will be unavailable on this screen. You can click **View Sections** to find a specific section for that course to register into.

When you are finished, click Submit to register for the classes in your plan.

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Additional Information:

• To register for the classes that are built within your plan, you must be registration ready. This includes being within your time ticket and not having any holds on your account that prevent registration.

Questions?

• Please contact your advisor for scheduling questions. Otherwise, reach out to the Registrar's Office at 719-549-2261 or <u>csup registrar@csupueblo.edu</u>.