   a. If you’ve logged in previously, select Log In and Skip to Step 5.
   b. If you’ve never logged, select Future Students/Guests and proceed to Step 2.

2. From the myBoiseState Guest homepage, select Reset/Create Password.
3. To set your password, complete the form using your username, student ID, date of birth, social security number. Create a password using the criteria listed on the right.

![Set My Password Form](image)

**HINT:** Keep in mind this password will be used for nearly all your accounts at Boise State and will expire every 90 days.

4. Once you complete this step, return to [my.boisestate.edu](http://my.boisestate.edu) and select Log in.

5. Enter your student username and password and select **Log In**.
6. Once logged in to your student account, select the **Student View** button to access additional account options.

7. From the Student View screen, select **Student Center** from the Services menu.
8. Select **Enroll** from under the Academics section.

9. You may or may not be asked to select the appropriate term. Once you **select your term**, hit the **Continue** button.
10. If you know the 5 digit class number, you can enter it here.
   a. If you enter the **class number** select **Enter** then proceed to Step 14.
   b. Otherwise make sure the **Class Search** button is selected the hit the **Search button**.

**HINT:** You can find class numbers for online classes at [ecampus.boisestate.edu/courses](http://ecampus.boisestate.edu/courses)
11. If you need to search for classes, enter at least two pieces of criteria. We suggest starting with the subject and course number if you know it. When you are done hit Search.

**HINT:** Make sure the “Show Open Classes Only” box is unchecked so you can view all sections. Adding “eCampus” in the location field will return all online sections.
12. The list of search results contains brief information about each section. We highly recommend you **Select** the individual section to view more detailed information about the class.

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIV 101 - First Year College Transitions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>75777</td>
<td>4001-SEM 1st S</td>
<td>TBA</td>
<td>Online</td>
<td>Christopher Johnson</td>
<td>08/25/2014-10/17/2014</td>
<td>select</td>
</tr>
<tr>
<td>UNIV 106 - Library Research</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>71611</td>
<td>4002-LIB 1st S</td>
<td>TBA</td>
<td>Online</td>
<td>Ellie Dvorak</td>
<td>08/25/2014-10/17/2014</td>
<td>select</td>
</tr>
<tr>
<td>71961</td>
<td>4002-LIB 2nd S</td>
<td>TBA</td>
<td>Online</td>
<td>Gered Davis</td>
<td>10/20/2014-12/12/2014</td>
<td>select</td>
</tr>
<tr>
<td>73602</td>
<td>4002-LIB 3rd S</td>
<td>TBA</td>
<td>Online</td>
<td>Ellie Dvorak</td>
<td>10/20/2014-12/12/2014</td>
<td>select</td>
</tr>
<tr>
<td>UNIV 107 - Introduction to E-Learning</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>72241</td>
<td>4002-LSC 1st S</td>
<td>TBA</td>
<td>Online</td>
<td>Joann Smanson</td>
<td>08/25/2014-09/26/2014</td>
<td>select</td>
</tr>
<tr>
<td>72246</td>
<td>4002-LSC 2nd S</td>
<td>TBA</td>
<td>Online</td>
<td>Joann Smanson</td>
<td>08/29/2014-10/31/2014</td>
<td>select</td>
</tr>
</tbody>
</table>
Registering for eCampus Classes through myBoiseState

13. The class detail screen includes important information about time requirements, class fees, and possibly about special equipment required, or proctored exams. Pay close attention to the Class Availability, Notes, and Fee information.

   a. When you are done reviewing you can select View Search Results to return to the previous screen
   b. Or Select Class to register.
Registering for eCampus Classes through myBoiseState

14. Review the information on the next page.
   a. If the class is closed, you can add yourself to the waitlist by selecting the **Wait List** button.
   b. If you ever need, or receive a **Permission Number**, this is where you’ll enter the information.
   c. When you are ready, select **Next** to add this course to your “Shopping Cart.”

15. **Repeat steps 10-14** as many times as necessary to fill your shopping cart.
16. When you are ready, select **Proceed to Step 2 of 3**.

17. Confirm your classes then select **Finish Enrolling**.
Registering for eCampus Classes through myBoiseState

18. When you are done, you should see a green checkmark to signify that you've successfully added the section to your class schedule.

For assistance with registration or general questions, contact the Boise State eCampus Center!

Web: ecampus.boisestate.edu/students/contact-support
Email: ecampus@boisestate.edu
Phone: 208-426-5745
In-Person: 220 E Parkcenter Blvd
Boise, ID 83706

Important Note: Enrolling in a class creates a financial obligation to Boise State University

If you decide NOT to take a class or classes, the financial obligation remains until you officially DROP the class prior to the applicable session’s Drop date. Please see the Academic Calendar to learn the Drop date that applies to the session in which you have enrolled.

Not attending class or participating in a distance learning class is not the same as dropping the class and does not remove the financial obligation.

If you have been awarded financial aid, dropping a class or classes may have financial aid impacts. You may be required to repay all or a portion of any financial aid awarded to you.

Please email SFINFO@boisestate.edu if you have questions. For deadlines refer to the Academic Calendar.