Online Registration

1. Go to https://my.ipfw.edu

2. Enter username and password. All continuing, active students have a network account. Newly admitted or re-admitted students have a network account created upon admission. First time users need to click on “Get me started!” and follow the instructions to activate the network account – this includes finding out what their username is, setting up their password, and setting up a security question and answer. If the student has activated their network account but has forgotten their username or password, click on “Forgot username/password link. Contact ITS HelpDesk for additional assistance. Registrar Office staff do not have access to student’s network account username or password.
3. After logging in to myIPFW, click on the enrollment tab.

4. On the Enrollment tab, there are two options for registration in the Student Services channel. If a student knows the CRNs for the courses they want to register for, click on the “Registration – Add/Drop Classes” link.

5. Select the appropriate term. Click the Submit button.
6. If the student is already registered for some classes, they will appear here. Under the “Add Classes Worksheet” heading, there are empty boxes. Enter CRNs in the boxes and click the “Submit Changes” button. If the class is added successfully, it will be added to the “Current Schedule”. If there is an error, it will appear between the “Current Schedule” and “Add Classes Worksheet” heading, with a red octagon and an explanation of the error. Notice the links to “Detailed Schedule” and “Graphic Schedule” at the bottom of the page. There are also links to pages explaining distance learning/off-campus codes, section letter codes, and registration error messages.

(These web pages are available to faculty and staff at: http://www.ipfw.edu/registrar/registration/trouble.shtml)
7. The second option for registration is to click on the “Look-up Classes To Add” link. This takes the student to a searchable schedule.

8. Select the appropriate term. Click the Submit button.
9. There are many options that can be utilized in the search. The student may choose any combination of fields to narrow the search, but at least one Subject must be selected. After choosing search options, click the “Class Search” button.
10. The results of the search now display. If the student and the course are eligible for registration, a small check box will appear before the CRN. Click the box next to the class selected for registration, and click the “Register” button. Note: If a “C” appears before the CRN, the class is closed; if a “NR” appears, the course is not currently available for registration (registration has not begun or has ended); if a “SR” appears, the student is not eligible for registration (usually due to inactive status).
11. If the class is added successfully, it will be added to the “Current Schedule”. If there is an error, it will appear between the “Current Schedule” and “Add Classes” heading, with a red octagon and an explanation of the error. Notice the links to “Detailed Schedule” and “Graphic Schedule” at the bottom of the page. There are also links to pages explaining distance learning/off-campus codes, section letter codes, and registration error messages.

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