

On **February 11, 2024**, EIU will begin upgrading the PAWS student system for viewing student information, registering/dropping classes and requesting transcripts.

You will have the same access and capabilities, but the appearance of the pages will vary.

A guide to help you navigate the new PAWS environment is available here. >>>

How to Register in the Add/Drop Classes Screen in PAWS

1.) Enter your login credentials and login to PAWS. If you are having issues with that, click the link below the login that says, "Click Here for Help with Login?"

User Login

Please enter your Eastern Illinois University Net ID and password. When finished, select Login.

Please Note: Net ID and password are Case Sensitive. Your Net ID is all lowercase.

To protect your privacy, please Exit and close your browser when you are finished.

EIU Net ID:

EIU Net Password:

[Click Here for Help with Login?](#)

2.) Once you are logged in, you should see this screen. From there, you should click Student (circled in the picture below.)

The screenshot shows the PAWS Panther Access Web Service main menu. At the top, there is a navigation bar with tabs for Personal Information, Student, Employee, Financial Aid, Training and Development, MyHealth, and Proxy Menu. Below the navigation bar is a search box with a 'Go' button. The main menu is titled 'Main Menu' and includes a welcome message for Abby K. Mann. The menu items are: Personal Information (Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.), Student (Admission checklist, Register, Apply/reapply for graduation, View your academic records, View current textbooks), Financial Aid (Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.), Employee (Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.), Make a Payment, and Reset Password (Change the password associated with your netid account.). The 'Student' menu item is circled in blue.

3.) Once you have clicked on student, it will bring up the Student menu. From there, you will want to click on Registration (circled in the picture below.)

Search Go

Student

- Registration
Check your registration status, class schedule and add or drop classes
- Student Records
View grades, transcripts, degree audit and account summary, **view and update emergency contacts**
- Student Account
View your account summaries, holds, statement/payment history and tax information
- [Student Parking Permits and Citations](#)
Buy Parking Permits or pay Citations.
- Textbook Rental Service
View your textbook information for the current term.
- Apply for Graduation
Apply for graduation or modify a previous application.
- EIU MyHealth Tab
Access AlcoholEdu & Healthy Panther Portal, check student insurance eligibility, print insurance card.
- Housing and Dining
Complete online room and board contract

4.) You may see a screen regarding your Title 9 rights pop up. Scroll down to the bottom of the page and click continue.

5.) Once you've clicked continue, the Registration menu should come up. If you already know what classes you are registering for, you will want to click on Add/Drop Classes (circled below). This is only if you already know the CRNs. (If you do not, instructions on how to find them are featured at the end of these instructions.)

Search Go

Registration

Students adding courses after the Census Date (10th day of the semester) should contact the Financial Aid Office to find out whether or not the cost

Voter Registration Information - Forms are available online at <http://www.eiu.edu/mandatedinformation/voter.php>

- Add or Drop Classes
- Look Up Classes
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Registration Status
- Active Registration
- Registration History
- Schedule Planner New!!!**
Create the perfect class schedule.
- Schedule Planner Registration Cart

6.) Then, select the term you would like to register for. For the purpose of these instructions, I am registering for Spring of 2022.

Search

Registration Term

Select a Term:

7.) **If you are an undergraduate student** (This does not apply to IDS or Nursing students) (Graduate and postbaccalaureate students, please continue to the next step.) **you will be prompted to enter an alternate pin. You get this pin from meeting with your advisor to be advised for the semester. If you are having trouble, first make sure you are entering the right pin for the term, as they are different from semester to semester, i.e., your spring pin will not help you register for fall classes.**

Search

Alternate PIN Verification

Please enter your Alternate PIN to access registration.

Alternate PIN:

8.) **You will then be taken to the add/drop classes page. It should look something like this.** (This is my personal PAWS so I am already registered for some classes.)

Search

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop or waitlist a class, use the options available in the Action pull-

Select an Attribute Type to find locations where courses are offered. Once you have clicked "Class Search" click on a CRN link and view which the course meets.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Apr 06, 2022	None	96404	NTR	5600	001	Graduate	3.000	Standard Letter	Research Methods in Nutrition a
Web Registered on Apr 11, 2022	None	95374	NTR	5150	001	Graduate	3.000	Standard Letter	Medical Nutrition Therapy

Total Credit Hours: 6.000

Billing Hours: 6.000

Minimum Hours: 0.000

Maximum Hours: 16.000

Date: Apr 13, 2022 09:36 am

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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9.) From there, you can enter the Course Registration Numbers if you know them, and hit the register/submit changes, and you should receive a screen prompt informing you that you ****web registered****. If you receive an error message, please proceed to the FAQ at the end of this document. If you don't know the CRNs for your courses, please proceed to step 10.

10.) If you **DO NOT** know the CRNS, you can click the "Class Search button," circled in the picture below.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Apr 06, 2022	None	96404	NTR	5600	001	Graduate	3.000	Standard	Letter	Research Methods in Nutrit
Web Registered on Apr 11, 2022	None	95374	NTR	5150	001	Graduate	3.000	Standard	Letter	Medical Nutrition Therapy

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 16.000
Date: Apr 13, 2022 09:36 am

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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11.) You will then be redirected to the look up classes screen.

Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, b

Select an Attribute Type to find locations where courses are offered. Once you have clicked "Class Search" click the course meets.

Subject:

- Accounting
- African-American Studies
- American Sign Language
- Anthropology
- Art
- Biological Sciences
- Business
- Business Administration
- Career and Technical Education
- Chemistry

12.) From here, you can select the subject you want to take a class in and click course search (circled below). For the purposes of this training, I will be selecting an accounting class.

Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, b

Select an Attribute Type to find locations where courses are offered. Once you have clicked "Class Search" click the course meets.

Subject: Accounting
African-American Studies
American Sign Language
Anthropology
Art
Biological Sciences
Business
Business Administration
Career and Technical Education
Chemistry

13.) From there, you will get a list of all the courses being offered for that department for that term. It should look something like this:

Look Up Classes

Fall 2022

Accounting

3200	Intermediate Fin Accounting I	View Sections
3250	Intermediate Fin Accounting II	View Sections
3300	Management and Cost Accounting	View Sections
3750	Gov't and Nonprofit Accounting	View Sections
3900	Accounting Information Systems	View Sections
4400	Federal Income Taxation I	View Sections
4500	Advanced Financial Accounting	View Sections
4700	Auditing/Assurance Services	View Sections
4800	Federal Income Taxation II	View Sections
5100	Special Topics in Accounting	View Sections
5450	Legal Envir of Accounting	View Sections

14.) From there, you can click “view sections.” You will get a screen that looks like this. Here you can view all the specific course information such as the CRN, section number, number of credit hours, and dates and times the class is offered. Check the box under the select portion, and you can either register for each class individually or “add to worksheet” to do it all at once. And you’re all done!

Search

Look Up Classes

Sections Found

Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
<input checked="" type="checkbox"/>	90020	ACC	3200	001	M	3.000	Intermediate Financial Accounting I	MW	01:00 pm-02:15 pm

FREQUENTLY ASKED QUESTIONS (FAQ)

I keep getting error messages when I try to register, what should I do?

Contact the department for the class you are trying to register for. You will have to contact each department for each class you are having issues registering for.

It says my account has holds and I cannot register. How can I get those lifted?

Contact the office your hold is with, if you cannot figure out who to contact, give us a call and we can transfer you to the appropriate office.

How can I be sure I registered correctly?

Log out of PAWS, then log back in and check under Add or Drop classes. That should list all courses you are enrolled in for that term.