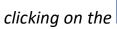
My Progress

The following information is a quick reference guide. Detailed information is now available within Self-Service by



Recovery



button at the top right of each screen within Self-Service.



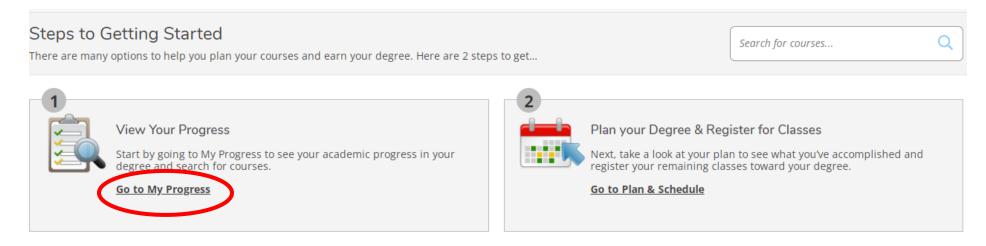
Activate Your Account, Change Password, Account

Log on to MyMoreheadState.edu, then click Self-Service Link

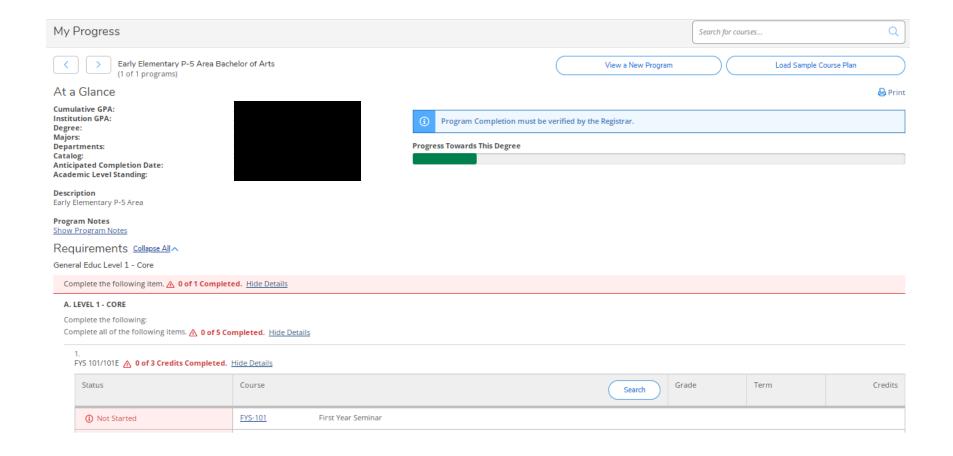




Select the Student Planning tile.



From the Student Planning, select **Go to My Progress**

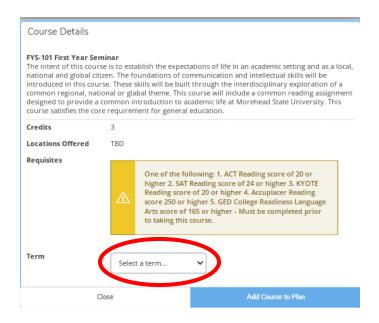


<u>Progress Towards This Degree</u> shows the number of credits completed toward meeting their degree requirements. It does not include <u>planned</u> or <u>in-progress</u> courses.

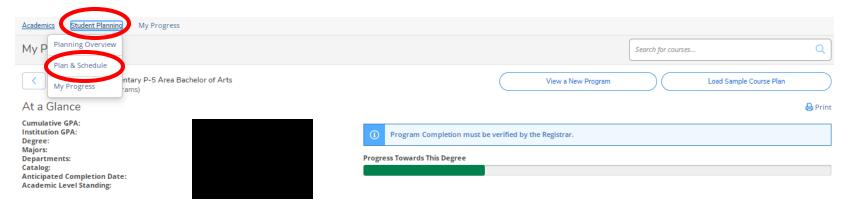
You can add a course to your plan by clicking on the search button for that particular course. Example, click the **Search** button to plan FYS 101.



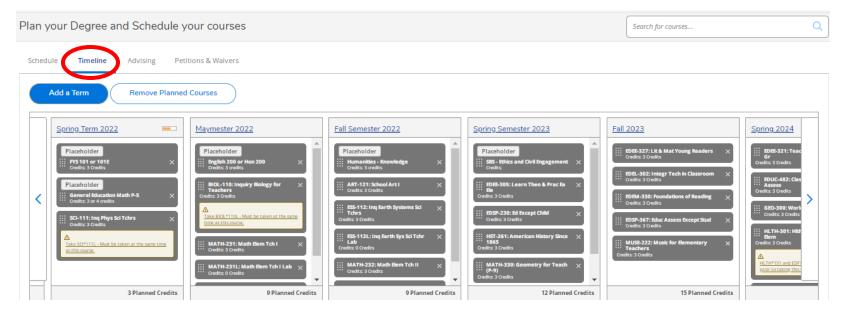
To add FYS 101 to your plan, click on the Add Course to Plan.



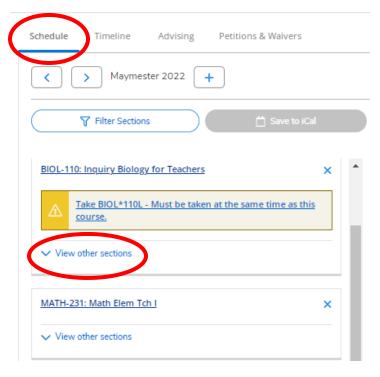
A dialog box will appear after selecting Add Course to Plan. Select the term from the Select a term drop down box to choose the term you want to plan each course.



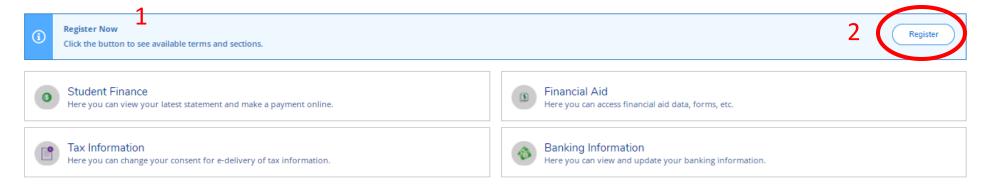
Once all courses have been planned, click on <u>Student Planning</u> >> <u>Plan & Schedule</u> to go to the Student Planning screen.



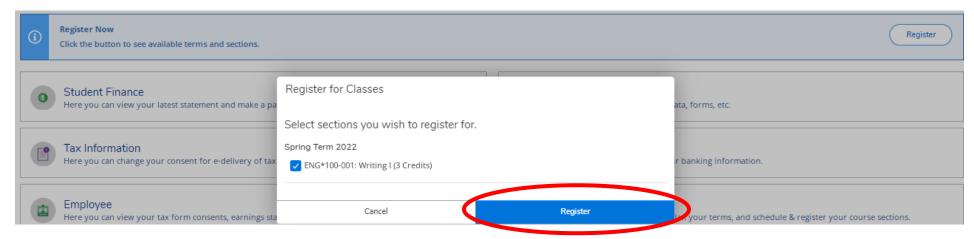
- 1 From Plan you Degree and Schedule your courses, select <u>Timeline</u> to see all of your planned courses by semester or term. You can drag courses to different semesters to change your plan from the Timeline view.
- If you want to remove a course from your plan, click on the X next to the course.
- *If you want to remove all courses from your plan, click on the Remove Planned Courses button.*



When the course schedule is released, go to <u>Schedule</u> in Plan & Schedule and add sections for each of your planned courses using the View other sections option. Once you have added sections for each course all you need to do is wait until it is your time to register.



- When it's your time to register, log on to Self-Service and a <u>Register Now</u> option will appear at the top of the screen. Register Now allows you to register all planned courses for available terms.
- 2 Simply click on the Register button.



Select the checkbox next to each course you want to add to your schedule. Once you have selected all courses, click on the **Register** button to complete the process.