

How to Register for Classes in Self-Service

Access Self-Service

1. Go to abtech.edu, select "Online Services" at the top of the page, and click [Self-Service](#).
2. Log in with your **A-B Tech username and password**, which is the same username and password used for your Student Email account.
3. Click on the **"Registration"** tile on the Self-Service Main Menu.

Consult Program Advisor

4. If you are enrolled in a program, you must consult with your program advisor for each registration period before you can register. For instructions on how to contact your program advisor, click "Consult My Advisor" on the left or visit abtech.edu/myadvisor. Students enrolled in programs may only register for courses that their program advisor has approved.

Build Class Schedule

5. Click **"Schedule & Register for Classes"** on the right.
6. Select the term near the upper left, using the arrows. If you need to add a term, click the plus "+" button, select the term with the drop-down arrow, and click "Add Term."
7. Review the left side of the page to see any courses already added to your Plan for the upcoming semester.

A. To select a section for a course that is on your Plan:

- Click "View other sections" under the course. Available course sections will be listed under the course on the left and on the calendar.
- Select a specific section by clicking on it, either in the list or on the calendar. When the "Section Details" window opens, click "Add Section (Not Yet Registered)" at the bottom. The section will be added to your schedule, but you will not yet be registered. Go to step #8.

B. To select a section for a course that is NOT already on your Plan:

- In the "Search for courses..." bar near the top-right of the page, enter the subject or course number (example: English or ENG-111). The course search results will display in a list.
- In the "Filter Results" section on the left, select the term (Fall, Spring, or Summer).
- For the class you wish to add, click "Add Course to Plan" beside the course name. When the "Course Details" window opens, select the term and click "Add Course to Plan" at the bottom.
- Return to the Registration page by clicking "Back to Schedule & Register" at the top left of page.
- Any courses you selected will appear on the left. Click "View other sections" under the course. Available sections will be listed under the course on the left and on the calendar.
- Select a specific course section by clicking on it, either in the list or on the calendar. When the "Section Details" window opens, click "Add Section (Not Yet Registered)" at the bottom. The section will be added to your schedule, but you are not yet registered.

Finalize Registration

8. Click the **"Register"** button under the course section on the left, or, to register for multiple scheduled sections at once, click the "Register Now" button at the top-right of the page.
9. Click **"View & Print My Class Schedule"** near the top-left of the page to confirm your registration.