

Registering Using MyBentley

Before you Begin:

- Check your registration access day and time. Undergraduate student access times are posted in MyBentley on the Academics tab.
- Check to see if you have any holds on your account using MyBentley.
- Have your MyBentley Username and Password available (see below.)
- Review the current schedule of course offerings in the registration book or on the web.
- Write down the CRN(s) for the course(s) you plan to register for. Plan ahead for alternative selections in case the courses you want are closed.

Username - Your username is your Bentley shortname (your Bentley email address before the @bentley.edu). For example, if your Bentley email is smith_xxxx@bentley.edu then your username is smith_xxxx For security purposes, keep your Username and Password combination confidential.

Password – Your MyBentley password is your network password. This is the same password you use to login to Blackboard, owa.bentley.edu or a Bentley computer on campus.

Registering:

Students register for courses using Self-Service accessed through MyBentley. Self-Service provides on-line, real time access for enrolling in courses or changing course registration. Self-Service may also be used to check your schedule, grades, student account information, and financial aid status.

Go to MyBentley (<https://my.bentley.edu>)

Log in with your Username and Password

Follow this navigation path:

- “Academics” Tab
 - Academic Student Self-Service left link
 - ‘Registration’,
 - ‘Add/drop for Another Term’

OR

- “Home” tab
 - Student Self-Service left link
 - Main Menu
 - Registration Menu
 - Add/Drop Classes

Then:

- Select the appropriate term and click “Submit”
- Enter the CRNs for the course(s) you wish to register for
Instructions for adding or dropping courses are displayed on each web form. Use the Class Search function to find available sections.
- Click “Submit Changes”
- Scroll down to review and confirm your current schedule as well as any Registration Errors
- To drop a registered course use the drop-button under the “Action” heading and click “Submit Changes”
- Remember to exit completely after your session so that your personal information does not remain available on your browser

Other Questions? If you have problems accessing the website please contact the Student Help Desk at 781-891-3122. The testing regimen to which this application was subjected could not possibly anticipate all software and hardware variations. Internet Explorer is the preferred browser