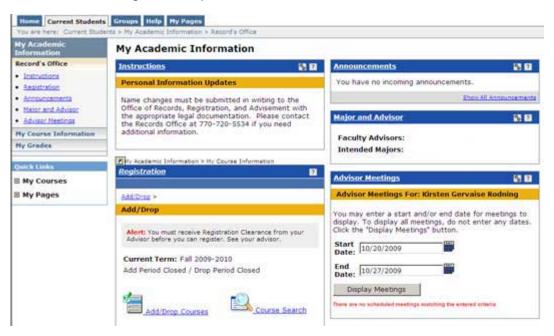
Reinhardt University EagleWeb Registration Instructions

To access the Course Schedules:

- Open a browser and go to https://eagleweb.reinhardt.edu/ics
- In the field labeled User Name (shown below) enter your Student ID number
- In the field labeled Password, enter your password.
- Click the Login button
- If you don't remember your password, enter your ID number and then click "I forgot my password". It will automatically generate a new password and email it to your Reinhardt email account. Check your Junk Mail, as it sometimes gets caught there.



- Select the Current Student tab and then My Academic Information.
- On the Registration portlet, select Course Search



^{**}Remember to select the appropriate term when searching or registering for courses.

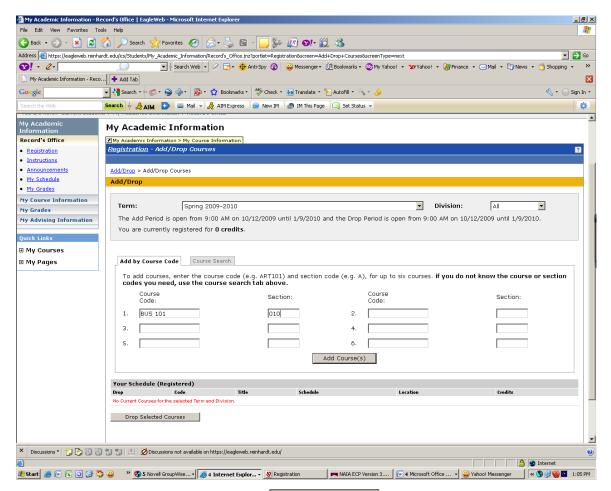
To Register/Add Classes:

- Select the Current Student tab and then My Academic Information
- Select Either the Add/Drop Courses or Course Search Option



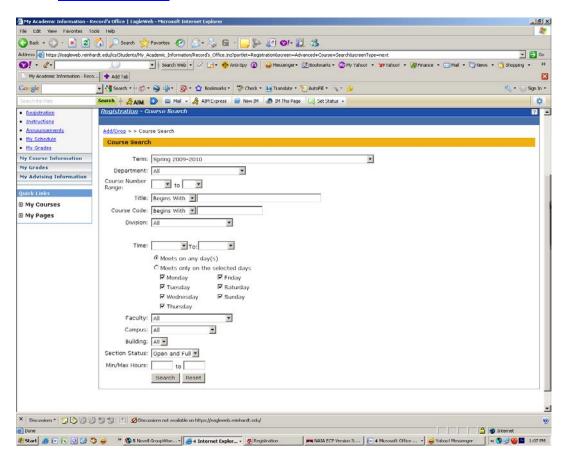


Add/Drop Courses OPTION – use this option if you know the course code AND section number

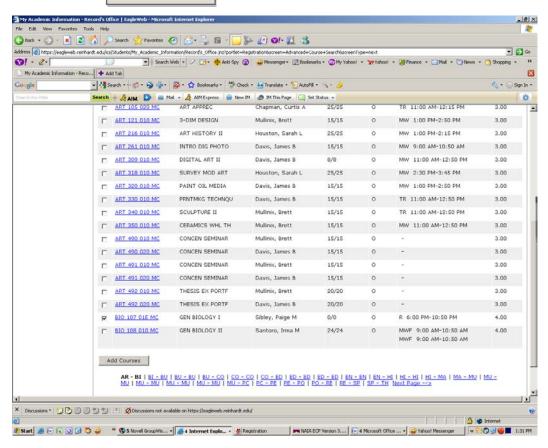


Once a course is identified – Click

Add Courses to add the course to your schedule



Once a course is located, you will click on the box in the Add column next to the course then click Add Courses to add it to your schedule.



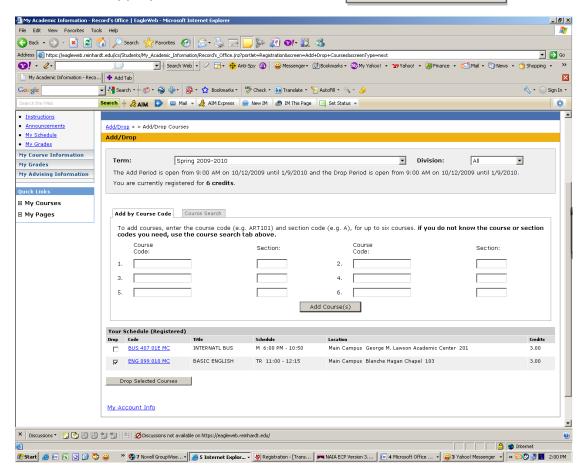
To Drop Courses:

- Select the Current Student tab and then My Academic Information
- Select the Add/Drop Courses
- Your schedule will appear at the bottom on the page with a box to check to drop the course

EXAMPLE:

Your Schedule (Registered)

Drop	Code	Title	Schedule		Location
	BUS 407 01E M	CINTERNATL BUS	M 6:00 PM - 10:50	201	Main Campus George M. Lawson
	ENG 099 010 MG	BASIC ENGLISH	TR 11:00 - 12:15		Main Campus Blanche Hagan Cha



Please remember to LOG OUT when you are finished

If you have any problems with Web Registration, please contact the Office of the Registrar at 770-720-5534.