ESERVICES LOGIN INSTRUCTIONS

1. Go to www.normandale.edu and hover your mouse pointer over “Records and Registration” at the top of the page, then select “Register Online”.

2. The messages displayed on the eServices gateway page that opens are very important. Read them carefully, then click the box at the bottom of the page to acknowledge you have done so. Click “Proceed to eServices”.

3. Enter your Normandale 8-digit Student ID number and password in the appropriate fields and click “Login Now”. If you need assistance, click “Need Login Help?”

**Password Information for First-Time Users**

Your password will be defaulted to either the last six digits of your Social Security number or your date of birth in YYYMMDD format. For example, if your birth date is January 7, 1991, your password is 910107.

The defaulted password works only for your initial login; you will be prompted to change it. Re-enter your defaulted password in the first field, then create a new password (following the on-screen guidelines) and enter it in the next two fields. Click “Change”.

4. With a successful login, you will be at the “My Dashboard” page. (If your login attempt was not successful, return to step 3.)

5. Click “Courses & Registration” from the Student e-Services box on the left side of your screen.

**To Check for Holds**

Complete steps 1-5. Select “Check Registration Holds”. The defaulted year and term is displayed at the top of the screen. If this is not the correct term, click “Change semester”, then highlight the term you want and click “Select”. Click “Courses & Registration” and then “Check Registration Holds” again.

This screen will tell you if you have any holds that could prevent your registration. If you do have holds, log out and contact the appropriate department to determine how to proceed.

**To Determine When You Can Register**

Complete steps 1-5. Select “Registration Window”. If the message states that your window is open, you may register. If your window is closed, you must wait until the time indicated. Click “Logout”, located in the upper right corner of your screen. Return to eServices when your window is open.
REGISTRATION INSTRUCTIONS

(If you know the ID number of the course you want, skip steps 1-3 and complete the steps outlined in the “Quick Add(Register)” box that follows step 3).

Registration for a class typically occurs in four steps:

1. Search for a class
2. Create your plan
3. Review your plan
4. Register

Select the semester and the course information you wish to search for. Enter your search criteria, then click Search.

STEP 1: FIND YOUR CLASSES

Select the semester and the course information you wish to search for. Enter your search criteria, then click Search.

STEP 2: CREATE YOUR PLAN

Your plan includes:

- your wish list (classes you are interested in and/or intend to register for),
- your wait list (full classes you wish to add if a seat becomes available) and your
- your registered classes (your official class schedule).

In this step, you will select classes to add to your wish list and your wait list.
To add an open class to your wishlist, click the on the row of the class you want.

To add yourself to a waitlist, click the on the row of the class you want. See page 6 for additional information about waitlisting.

Click “Search” and repeat step 1 until you have selected all of your classes, then click “Continue to Review my Plan.”

**Important: Until you complete step 4 (Register), you have not reserved a seat in the class.**

**STEP 3: REVIEW YOUR PLAN**

To register for classes on your wish list, click the box next to the desired course(s), then click .
Students have the option of choosing between Pass/No Credit or A-F grading in courses numbered below 1000. Students may also decide to audit courses. Select the desired grading method here, when appropriate.

Enter your password, then click Register.

If you already know the course ID of the class you want, select “Quick Add (Register)” from the Courses and Registration menu. Enter the Course IDs in the spaces provided, then click “Register”. Proceed to step 4 of the registration instructions.

Select the grading method on this page.

You have chosen to register for the courses listed above. Please check with your academic advisor to ensure selected courses apply toward graduation. If you have not been admitted to Bemidji State University, please keep in mind that not all courses may transfer or apply to another institution.
Your registration results will display. A successful registration attempt will look like this:

![Successful Registration]

If your registration was not successful, you will see ![Failed Registration], and the reason will appear:

![Failed Registration Reason]
WAITLISTING

Important Note: Notifications will be sent to your my.normandale.edu email account, even if you have not yet activated it. It is important that you access this account and keep close watch so you do not miss your seat if it becomes available.

Click to add yourself to the waitlist of a full class. A window will display to tell you which sections of this same class are available for waitlisting and which sections of a class are still available. Click the “Available Now” tab to add a section of the class that is still available. Otherwise, select the class you want to waitlist and click “Submit”.

You will receive the following confirmation message:

Your Plan will display your waitlisted courses and will tell you your place on the list. Be sure to monitor your my.normandale.edu email account, as you will be notified when your seat becomes available. Once the offer is made you have 24 hours to register. Seat offers can come at any time of the day or night, including times when offices are closed. Therefore, it is extremely important that you are certain you have no holds or other restrictions (such as prerequisite requirements) that will hinder your ability to register.