

Here is how to register into a class:

Log into Brightspace (D2L), on the My Home page you will see a link for Academic Resources. If you click on it you will see the Self Registration link:

Middle Georgia State University

Announcements | ▾

Attention Students Enrolled in Spring 2017 classes
Posted Dec 14, 2016 9:20 AM

Please keep in mind that the Spring 2017 classes you are enrolled in will not appear in Brightspace until the Start Date of classes.

The Start Date for first session and regular session classes is January 9, 2017 12:59 AM.

Academic Resources ▾
GALILEO
GIL @ MGA
MGA Library
Student Success Center (SSC) | ▾
MARC - Math Tutoring
Student Link to Atomic Learning
MGA Career Services
Self Registration

MGA Online Help ▾

January 4, 2017
events

JAN 6 10:00 PM Brightspace Off
Scheduled Maintenance

If you click on the link, the next page will have a listing of all of the Self Registering Course Offerings.

Click on the [Knowledge@Work.CO](#) link

Self Registering Course Offerings			
Course Offering Code ▾	Course Offering Name	Course Offering Cost	Enrollment Status
Knowledge@Work.CO	Knowledge@Work.CO		Not Enrolled



This will start the registration process. You will need to click on the Register button:

Description

[Course Offering List](#) > **Course Offering Description**

Step 1: View Course Offering Information

Course Offering Name: Knowledge@Work.CO
Course Offering Code: Knowledge@Work.CO
Description: Self Registration for Knowledge@Work Bronze Level



Brightspace will detect your first and last name and your email address. You will need to choose your School Affiliation and then click on the Submit button.

Registration Form

[Course Offering List](#) > [Course Offering Description](#) > **Registration Form**

Step 2: Enter Registration Information

Required fields are marked with a *

* **First Name:**

* **Last Name:**

* **Email:**

Org Defined ID:

* **School Affiliation :** ⓘ

- Choose Affiliation From Below
- College of Arts and Sciences
- School of Education
- School of Aviation
- School of Business
- School of Health Sciences
- School of IT

Red arrows point to the dropdown menu and the Submit button.

This brings up the Confirmation screen, you can complete the process by clicking on the Finish button. If you see any errors you can use the Back button to correct them.

Confirmation

[Course Offering List](#) > [Course Offering Description](#) > [Registration Form](#) > **Confirmation**

Step 3: Confirmation

FirstName: Nancy
LastName: Nursing
Email Address: I.am.a.student@mga.edu
OrgDefinedId: Nancy.Nursing.dummy.student
School Affiliation : School of Health Sciences

Your registration is complete, the next screen will be your registration Summary screen:

Registration Summary

- [Go to course offering Knowledge@Work.CO](#)
- [Register for another course](#)

Done