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:

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

Offerings. Click on the Experiential Learning@MGA.CO link

Middle Georgia State University

Academic Resources ▾   MGA Online Help ▾

Self Registering Course Offerings		
Course Offering Code ▾	Course Offering Name	Course Offering Cost
Experiential Learning@MGA.CO	▸ Experiential Learning@MGA.CO	

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: Experiential Learning@MGA.CO
Course Offering Code: Experiential Learning@MGA.CO
Description: Self Registration for Knowledge@Work Bronze Level

Cancel   Register

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:**	Sammy
* **Last Name:**	Social
* **Email:**	I.am.a.student@mga.edu
Org Defined ID:	sammy.social.dummy.student
* **School Affiliation :**	Choose Affliliation From Below ▾

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

Back

Submit

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: Sammy
LastName: Social
Email Address: I.am.a.student@mga.edu
OrgDefinedId: sammy.social.dummy.student
School Affiliation : College of Arts and Sciences

Back   Finish

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

Registration Summary

- Go to course offering Experiential Learning@MGA.CO
- Register for another course

Done