

Step-By-Step Help to Register for Classes 4/20

1. Login to the Bruin Portal from the main webpage www.kellogg.edu
***Be sure you have provided picture ID and address for correct tuition charges. The system will not allow registration without it. You may submit this proof of where you live by sending a copy of your driver's license with current address to records@kellogg.edu if you do not have this information, picture ID with a recent piece of business mail will work. Be sure the date and address are clearly visible.**
2. Click on Class Schedule.
 - a. Be sure you see the correct semester. You may click on the plus button to add the correct semester.
3. Click on Plan and Schedule.
 - a. In the far right corner of the page, click on the "Search for Courses" box, and enter your chosen subject. Example: INEL.

Orientation: The course number for Industrial trades orientation modules will be C910. For example, the orientation for Industrial Electricity is INEL C910. The orientation for Industrial Welding is INWE C910.

4. Find your desired course section, click on the "View available sections" and choose your section. Click on "Add Section to Schedule"
5. You will click on Add Section again
6. The course section will show the color "yellow" on your calendar.
7. You will click the **Register Now** button, either at the top of the page, or on the left side of the page
8. You will receive a message regarding the payment plan; this is a reminder to sign-up with the plan or pay in full, within 24 hours of registration, so that your course section(s) are not dropped for non-payment. Click at the top of the page where it says "Click here" to make a payment now. Choose the appropriate payment option for you and follow the steps.
9. Once you have successfully registered, the "yellow" course section on your calendar will turn "Green". If the course section does not turn green, you are not registered for the course.
If you are having issues, contact the Registrar's Office at records@kellogg.edu Please; leave us your telephone number in the email so we can contact you.