Registering for Classes on the Nest - Quick Start Guide

If you need help at any point, please type your question in the chat

1. Log into the Nest (nest.sju.edu)
   ○ Username (first letter of your first & last names followed by your 6 digit SJU ID; ab604123)
   ○ Password

2. If on the New Hawks Portal, select “the Nest” from the “Go to” drop down list in the upper right hand corner.

3. When on the homepage for the Nest,
   ○ Click the Classes & Registration tab at the top of the page
   ○ Click Self-Service Course Registration button
   ○ Click Register for Classes
   ○ Select Fall 2020 term, then click Continue
   ○ If you have your CRNs selected,
     ■ Click on the Enter CRNs tab at the top of the page.
     ■ Type in the CRNs for your classes, then click Add to Summary
   ○ If you do not have your CRNs prepared,
     ■ click on Find Classes
     ■ When you find a class, select it and click Add to Summary

4. Review your summary. If all is correct, click Submit to complete class Registration

5. If you are successful, you will see a highlighted “Registered” message. If you do not see this message, your Registration is not complete and courses will be dropped. (See successful registration example below).

   If you get an error message (it will appear in the upper right corner of your screen), request assistance by using the chat function.

IF YOU NEED HELP, TYPE YOUR QUESTION IN THE CHAT
Example of a Successful Registration

<table>
<thead>
<tr>
<th>Title</th>
<th>Details</th>
<th>Hours</th>
<th>CRN</th>
<th>Schedule Type</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing I</td>
<td>ART 133, P01</td>
<td>3</td>
<td>20942</td>
<td>Studio</td>
<td>Registered</td>
<td>None</td>
</tr>
<tr>
<td>Forging the Modern World</td>
<td>HIB 154, OL1</td>
<td>3</td>
<td>20799</td>
<td>On-Line</td>
<td>Registered</td>
<td>None</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>PSY 100, OL2</td>
<td>3</td>
<td>20800</td>
<td>On-Line</td>
<td>Registered</td>
<td>None</td>
</tr>
</tbody>
</table>

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