

# How-to Register for Classes using Self-Service

## 1. Open Self-Service by clicking Students and then Self Service. <https://discover.trinitydc.edu/>

https://selfservice.trinitydc.edu

## 2. Log-in using your Trinity username and password:

**From:** Technology Services [mailto:Helpdesk@trinitydc.edu]  
**Sent:** Tuesday, July 31, 2018 1:05 PM  
**To:** Marla Cunningham <CunninghamMa@trinitydc.edu>  
**Subject:** [#PVF-308-16796]: Login info

Marla Cunningham,

Listed below are your login credentials to access online services provided by Trinity, such as Webmail, Self-Service and Moodle.

**Username:** [CunninghamMa](#)  
**Password:** 7M24Gt  
**E-mail:** [cunninghamma@trinitydc.edu](mailto:cunninghamma@trinitydc.edu)

### Want An Easier Password?

To change your password, and set up your "forgot password" security questions, visit the Account Center at <https://myaccount.trinitydc.edu>. If you ever forget your password in the future, answering these questions will allow you to reset your password.

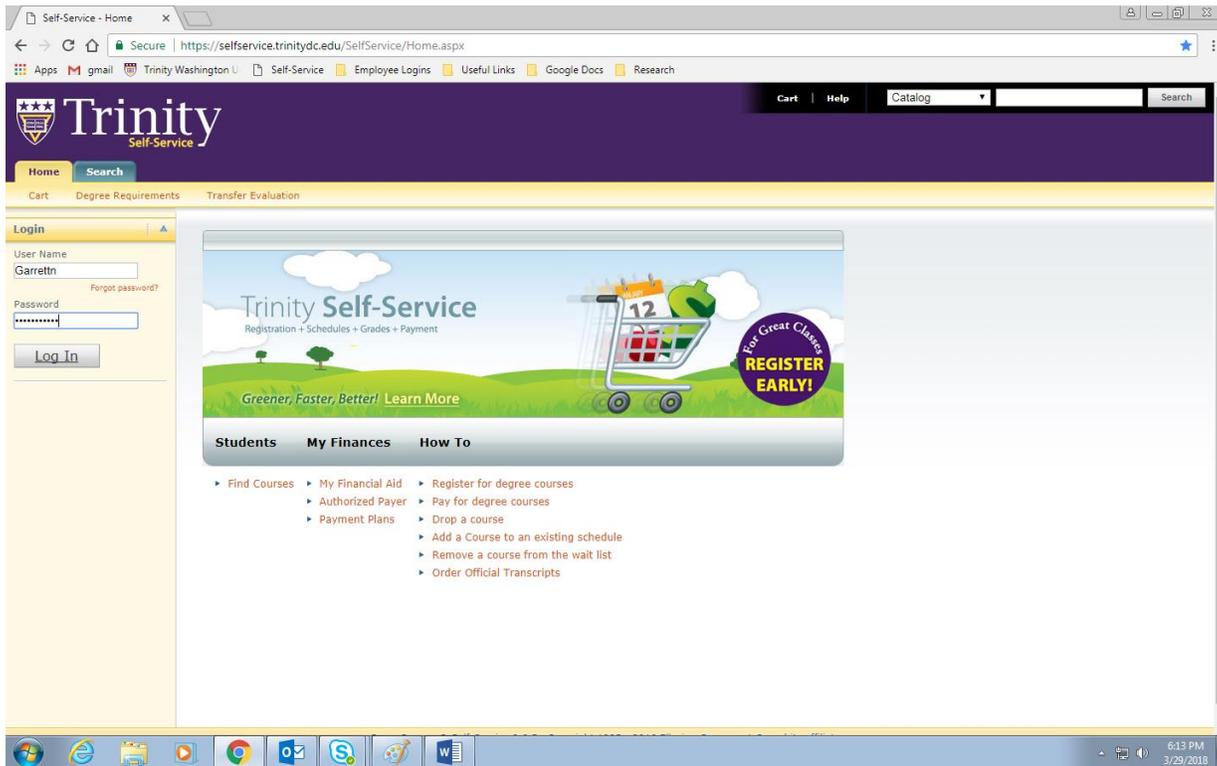
### More Information

Visit us on the web at [www.trinitydc.edu/it](http://www.trinitydc.edu/it) for more information on services we offer, including answers to frequently asked questions such as, "How do I receive email on my smartphone?"

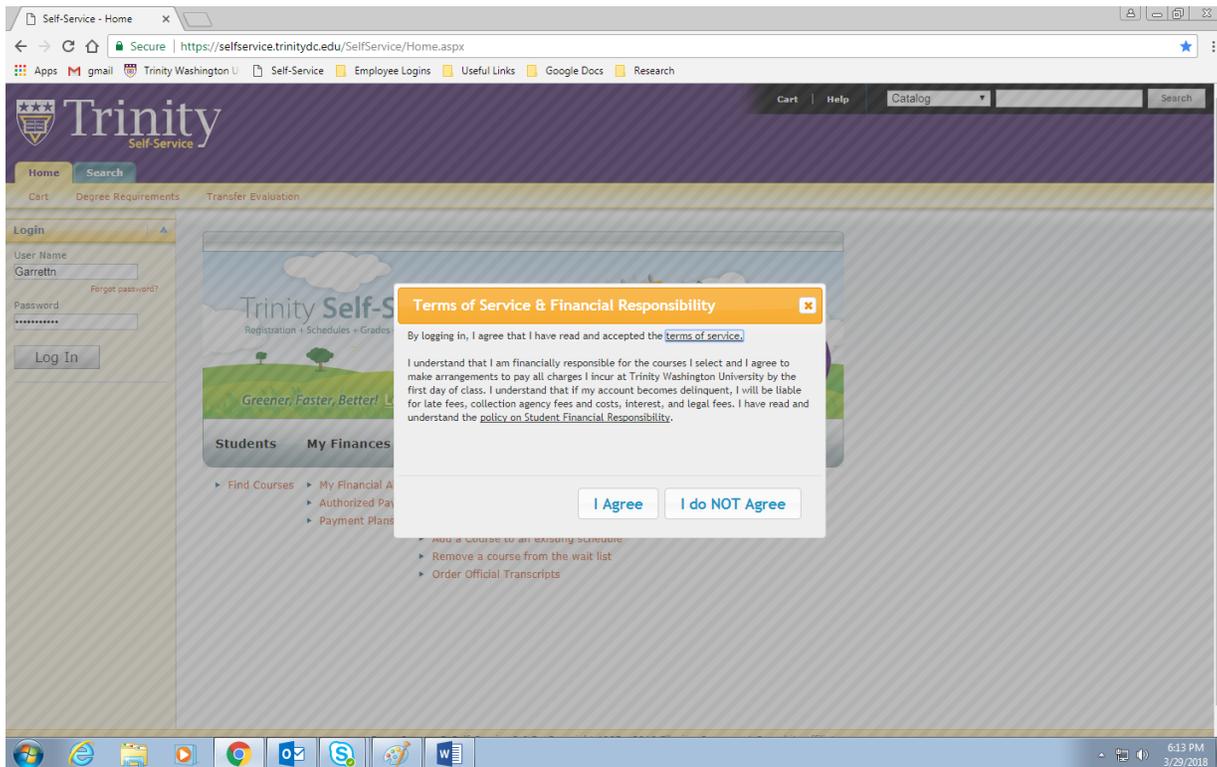
Technology Services  
[www.trinitydc.edu/it](http://www.trinitydc.edu/it)

You should have received an email from Technology Services after declaring your intent to attend Trinity.

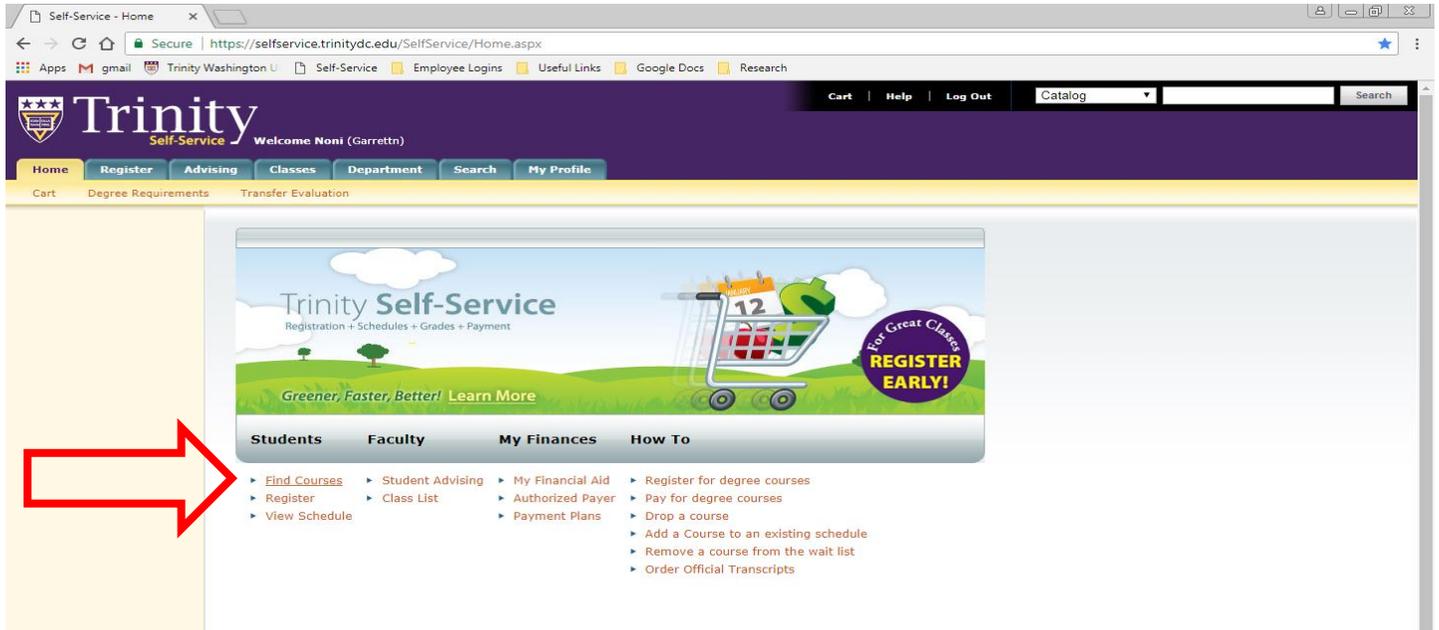
This is your username and log in for all Trinity items.



### 3. Click Agree:



#### 4. Click Find Courses:

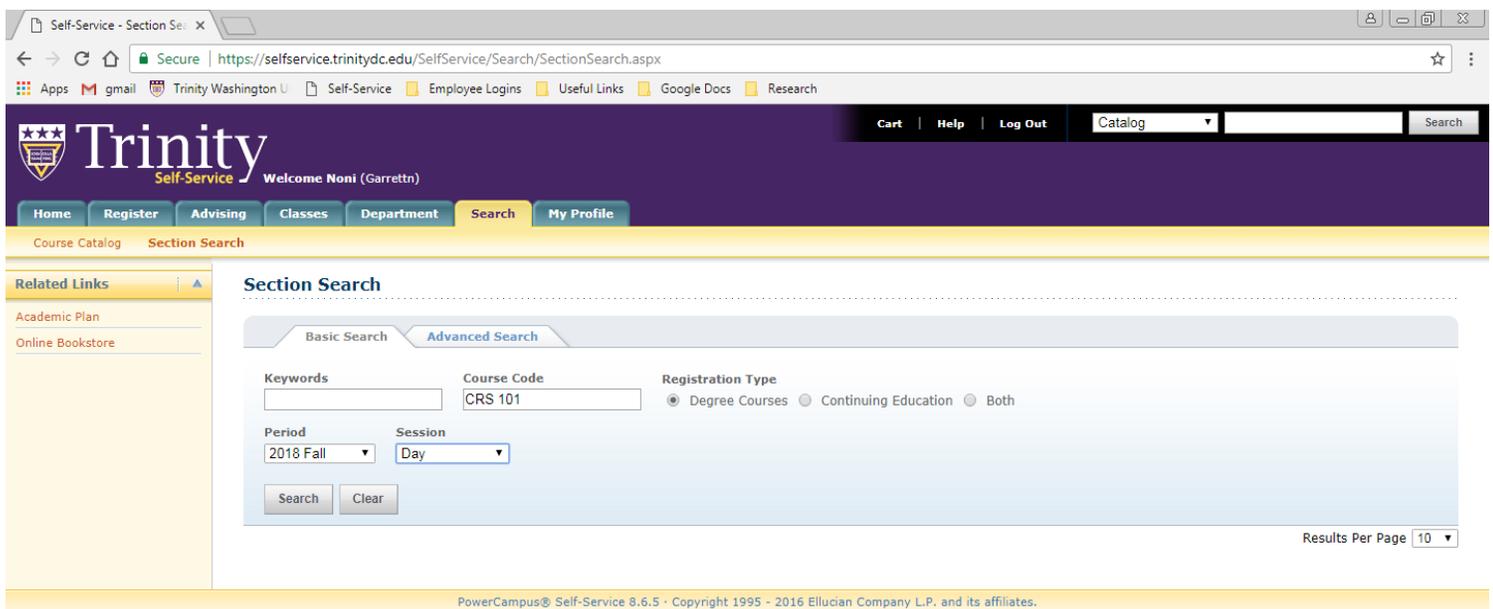


The screenshot shows the Trinity Self-Service Home page. The navigation bar includes links for Home, Register, Advising, Classes, Department, Search, and My Profile. A central banner features the text "Trinity Self-Service Registration + Schedules + Grades + Payment" and "Greener, Faster, Better! Learn More". Below the banner is a menu with four categories: Students, Faculty, My Finances, and How To. A red arrow points to the "Find Courses" link under the Students category.

- Students
  - Find Courses
  - Register
  - View Schedule
- Faculty
  - Student Advising
  - Class List
- My Finances
  - My Financial Aid
  - Authorized Payer
  - Payment Plans
- How To
  - Register for degree courses
  - Pay for degree courses
  - Drop a course
  - Add a Course to an existing schedule
  - Remove a course from the wait list
  - Order Official Transcripts

#### 5. To look up classes:

- Enter the course code, for example CRS 101 or BIOL 101
- Select Registration Type: Degree Courses
- Select the Period: Fall 2019
- Select Session: Day (Pre-Nursing students: to register for HPNU 120, leave the session blank)
- Click SEARCH



The screenshot shows the Trinity Self-Service Section Search page. The search form is filled with the following information:

- Keywords: (empty)
- Course Code: CRS 101
- Registration Type: Degree Courses (selected)
- Period: 2018 Fall
- Session: Day

The search form includes "Search" and "Clear" buttons. The page also features a "Related Links" sidebar with "Academic Plan" and "Online Bookstore" links. The footer indicates "PowerCampus® Self-Service 8.6.5 · Copyright 1995 - 2016 Ellucian Company L.P. and its affiliates."

## 6. Choose the class you want to take:

The screenshot shows the Trinity Self-Service website interface. The user is logged in as Noni (Garrettn). The page displays search results for 'Critical Reading and Writing Seminar I' (CRS 101/Lecture/1) for the 2018 Fall Day session. The results table shows three sections with 18, 0, and 18 available seats respectively. The 'Add' button for the first section is highlighted with a red circle.

Course	Date	Session	Credits	Fees	Schedule	Available Seats
Critical Reading and Writing Seminar I CRS 101/Lecture/1	8/27/2018 - 12/7/2018	2018 Fall Day	4.000		Friday 12:00 PM - 12:50 PM; Location to be announced Mon Wed 12:00 PM - 1:15 PM; Location to be announced	18 of 18
<b>Instructors:</b> Instructor, Staff						
Critical Reading and Writing Seminar I CRS 101/Lecture/10	8/27/2018 - 12/7/2018	2018 Fall Day	4.000		Friday 1:30 PM - 2:20 PM; Location to be announced TuTh 1:30 PM - 2:45 PM; Location to be announced	0 of 0
<b>Instructors:</b> Instructor, Staff						
Critical Reading and Writing Seminar I CRS 101/Lecture/11	8/27/2018 - 12/7/2018	2018 Fall Day	4.000		Friday 1:30 PM - 2:20 PM; Location to be announced Mon Wed 1:30 PM - 2:45 PM; Location to be announced	18 of 18

## 7. Click the Add button to put the class in your shopping cart:

The screenshot shows the Trinity Self-Service website interface. The user is logged in as Kenya (kirklandk). The page displays search results for 'Critical Reading and Writing Seminar I' (CRS 101/Lecture/1) for the 2018 Fall Day session. The results table shows three sections with 6, 0, and 15 available seats respectively. The 'Add' button for the first section is highlighted with a red circle.

Course	Date	Session	Credits	Fees	Schedule	Available Seats	Action
Critical Reading and Writing Seminar I CRS 101/Lecture/1	8/27/2018 - 12/7/2018	2018 Fall Day	4.000		Friday 12:00 PM - 12:50 PM; Location to be announced Mon Wed 12:00 PM - 1:15 PM; Location to be announced	6 of 18	Add
<b>Instructors:</b> Instructor, Staff							
Critical Reading and Writing Seminar I CRS 101/Lecture/10	8/27/2018 - 12/7/2018	2018 Fall Day	4.000		Friday 1:30 PM - 2:20 PM; Location to be announced TuTh 1:30 PM - 2:45 PM; Location to be announced	0 of 0	Wait
<b>Instructors:</b> Instructor, Staff							
Critical Reading and Writing Seminar I CRS 101/Lecture/11	8/27/2018 - 12/7/2018	2018 Fall Day	4.000		Friday 1:30 PM - 2:20 PM; Location to be announced Mon Wed 1:30 PM - 2:45 PM; Location to be announced	15 of 18	Add

8. You will see a pop-up that the course is added to your cart.
  - a. Add everything you need to your schedule by clicking: **New Search**
  - b. Once you've added all your classes, click: **Proceed to Registration**

The screenshot shows the Trinity Self-Service 'Section Search' interface. The left sidebar contains navigation options like 'Open Sections Only', 'New Search', and 'Related Links'. The main content area displays search results for 'CRS 101' in the 2018 Fall semester. A pop-up notification is visible, indicating that a course has been added to the cart. A red arrow points to the 'Proceed to Registration' button within this pop-up.

9. Review the classes in your cart to make sure they are correct. You are NOT registered yet, so keep going! Click: **NEXT** to submit your classes to your advisor for approval.

The screenshot shows the 'Courses to Add' and 'Registered Courses' section of the Trinity Self-Service. The 'Courses to Add' table lists the selected course 'Crit Rdg & Wrt Sem I - CRS 101 / Lecture / 1'. The 'Registered Courses' table lists three other courses: 'Career and Lifestyle - COUN 538 / Lecture /', 'Prin Tech Assess - COUN 544 / Lecture /', and 'Counseling and Group - COUN 547 / Lecture /'. At the bottom right, the 'Next' button is circled in red.

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input type="checkbox"/>	Career and Lifestyle - COUN 538 / Lecture /	8/27/2018 - 12/15/2018	Weekly	3.000	Graduate Credit	Thursday, 7:10 PM - 9:40 PM;	Location to be announced	Registered
<input type="checkbox"/>	Prin Tech Assess - COUN 544 / Lecture /	8/27/2018 - 12/15/2018	Weekly	3.000	Graduate Credit	Monday, 6:30 PM - 9:30 PM;	Location to be announced	Registered
<input type="checkbox"/>	Counseling and Group - COUN 547 / Lecture /	8/27/2018 - 12/15/2018	Weekly	3.000	Graduate Credit	Tuesday, 7:10 PM - 9:40 PM;	Location to be announced	Registered

10. Make sure your classes say: "Awaiting Advisor Approval" under Status and hit Next one more time.

The screenshot shows the Trinity Self-Service interface. At the top, there is a navigation bar with 'Home', 'Register', 'Advising', 'Classes', 'Department', 'My Finances', 'Grades', 'Search', and 'My Profile'. Below this is a 'Related Links' sidebar with options like 'Section Search', 'Academic Plan', 'View Schedule', and 'Online Bookstore'. The main content area displays a progress bar with steps: 'Select Period', 'Review Schedule', 'Finalize', and 'Complete'. Below the progress bar is a table titled 'Updated Schedule' with the following data:

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Career and Lifestyle -COUN 538 /Lecture /	8/27/2018 - 12/15/2018	Weekly	3.000	Graduate Credit	Thursday, 7:10 PM - 9:40 PM	Location to be announced	Registered
<b>Instructor:</b>		Instructor, Staff					
Prin Tech Assess -COUN 544 /Lecture /	8/27/2018 - 12/15/2018	Weekly	3.000	Graduate Credit	Monday, 6:30 PM - 9:30 PM	Location to be announced	Registered
<b>Instructor:</b>		Gassaway-White, Latoya					
Counseling and Group -COUN 547 /Lecture /	8/27/2018 - 12/15/2018	Weekly	3.000	Graduate Credit	Tuesday, 7:10 PM - 9:40 PM	Location to be announced	Registered
<b>Instructor:</b>		Oprea, Luane Maria					
Counseling and Group -COUN 547 /Lecture /2	8/27/2018 - 12/15/2018	Weekly	3.000	Graduate Credit	Wednesday, 7:10 PM - 9:40 PM	Location to be announced	Awaiting advisor approval
<b>Instructor:</b>		Oprea, Luane Maria					

At the bottom right of the table, there are 'Previous' and 'Next' buttons. The 'Awaiting advisor approval' status in the last row is circled in red.

11. All Done! Now, check in with an advisor and have them approve and finalize your Fall schedule.

The screenshot shows the Trinity Self-Service interface. At the top, there is a navigation bar with 'Home', 'Register', 'Classes', 'My Finances', 'Grades', 'Search', and 'My Profile'. Below this is a 'Related Links' sidebar with options like 'Section Search', 'Academic Plan', 'View Schedule', and 'Online Bookstore'. The main content area displays a progress bar with steps: 'Select Period', 'Review Schedule', 'Finalize', and 'Complete'. Below the progress bar is a confirmation message:

You have successfully submitted your 2019/Fall schedule for Advisor approval. After your Advisor approves your schedule, you will be registered for the courses and notified.

Below the message, there is a list of instructions:

- **Modify your schedule for 2019/Fall**
- **Select another Registration Period**