How to Register for Classes at Ball State University

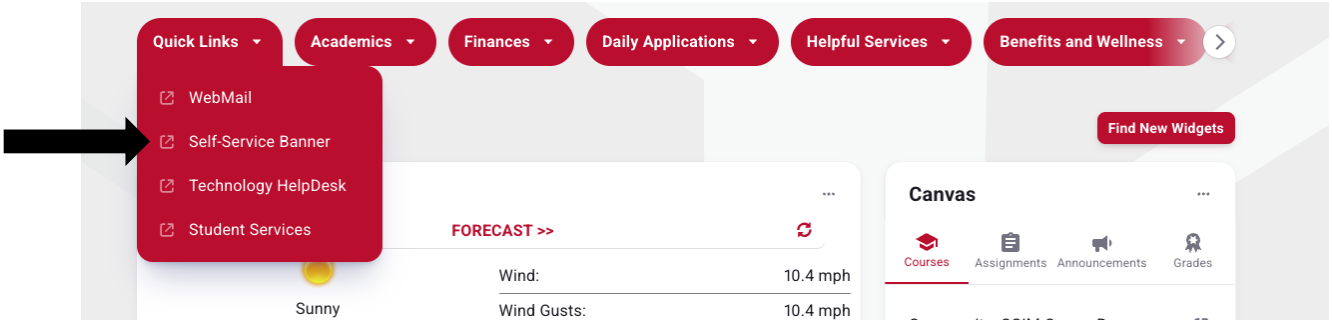
Note: You **cannot** register until you receive an email with your Ball State credentials.

Step 1: Log in to Your Account

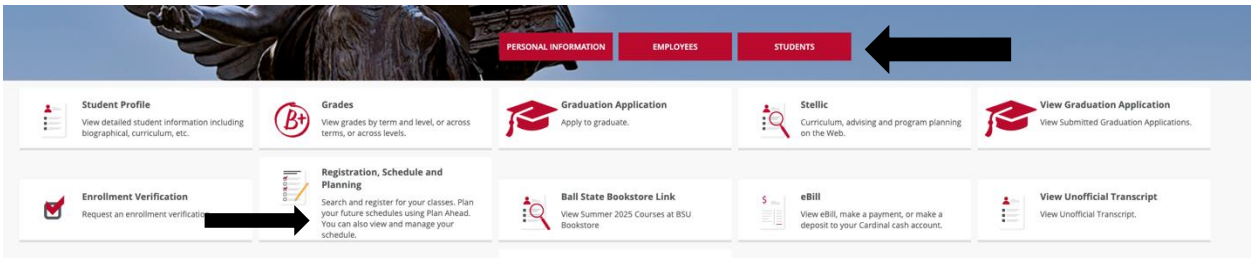
1. Go to **myballstate.bsu.edu** where you will be prompted to login.
2. Enter your Ball State username and password.
3. Complete the DUO Mobile authentication:
    - You only need to set this up once.
    - If you need help, call the Helpdesk at 765-285-1517 or visit this link for further assistance.

Step 2: Access Self-Service Banner

1. Under **Quick Links**, click **Self-Service Banner**.

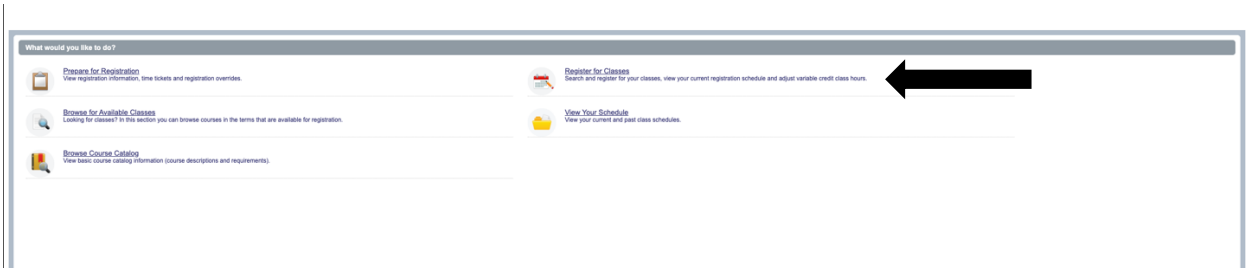


2. Click the **Students** tab.
    - You may be prompted to accept the financial agreement.



Step 3: Begin the Registration Process

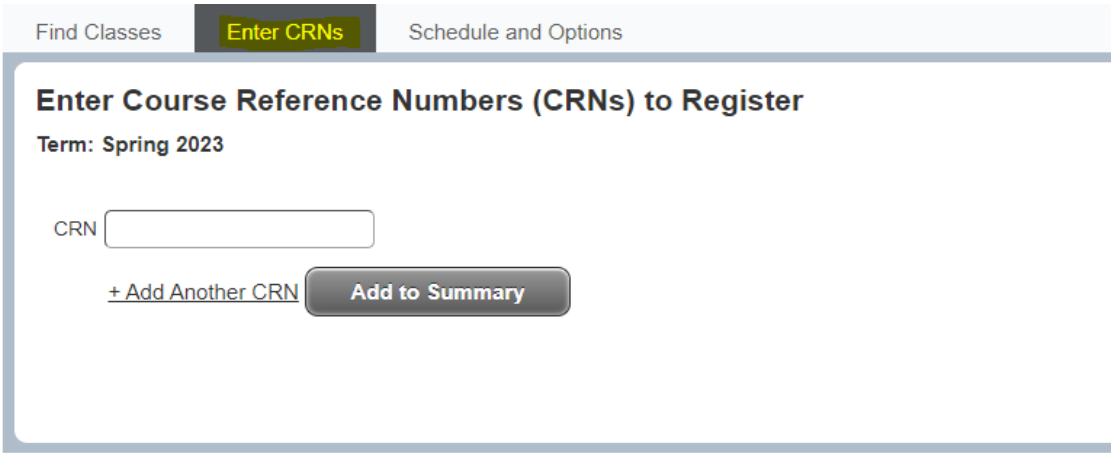
1. Click **Registration, Schedule, Planning**.
2. Select **Register for Classes**



3. Choose the appropriate term and year, then click Continue.

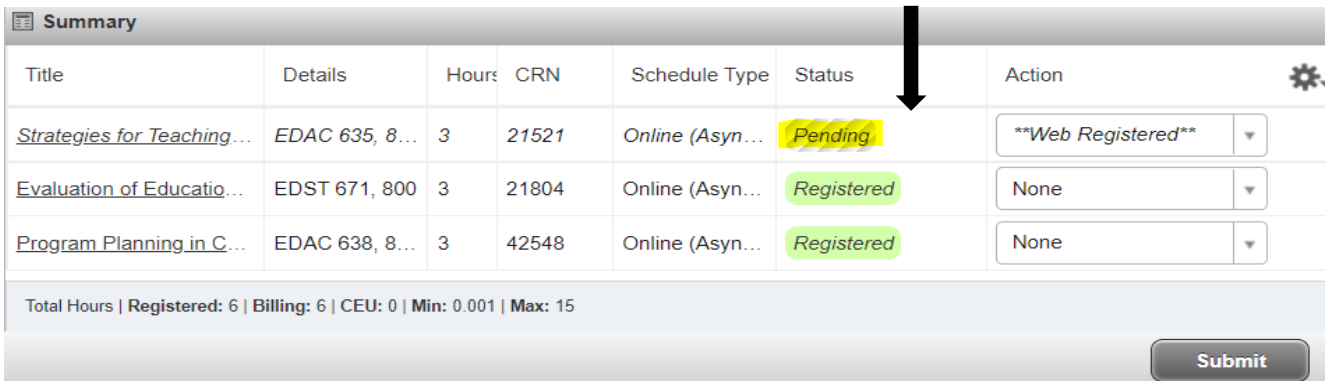
Step 4: Add Classes by CRN

1. Click the **Enter CRN's** tab.



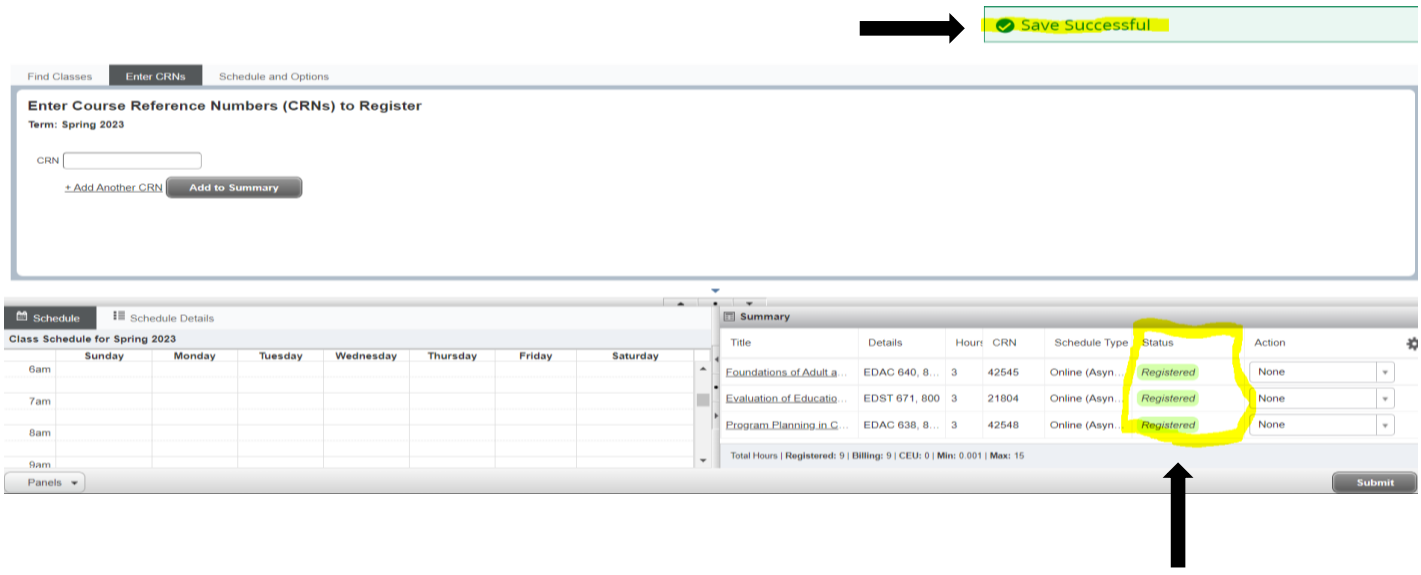
2. **For each class:**
    - Enter the CRN (Course Registration Number)
    - Click Add to Summary

- The class will appear as “Pending” in your Summary section.



If you don’t know the CRN of your course, email **dualcredit@bsu.edu** with:

- Your school’s name
- Course name(s)
- Meeting times
- Instructor’s name

Step 5: Finalize Registration

1. Review your **Summary** Screen
   - **Pending =** Not yet registered
   - **Registered =** Successfully added
2. If everything is correct, click **Submit.**
3. Once submitted, you will see **“Save Successful”** at the top, and each course will show **Registered.**