

## RPTS Online Registration Instructions

1. Go to [www.rpts.edu/portal](http://www.rpts.edu/portal)
2. Login: your username is the first letter of your first name followed by your last name. Your password is your student ID (unless you have changed it). Click Submit
3. On the Welcome Page again there will be three green tabs, hover over “Student Records”. A dropdown set of menus will appear. In the third menu list, under Course Tools, click “Course Registration”
4. On the Registration Page, there will be a drop down box, select the term you wish to register for, and click Register.
5. Now click the “Add Courses” button.

6. You will see a series of drop down boxes. You may use these to narrow the classes from which you will select, or you may just click the “Search” button.  
RECOMMENDATION: just click the Search button.

7. You will now see a table of all courses offered for the quarter you selected. Find the courses you would like to take and click the checkbox on the left of them, and then click the “Register” button.

**NOTE:** There will be multiple sections for each course number. Choose the correct section of the class you wish to take, and the proper enrollment type, Credit, Audit, or Independent study from the drop down list on the left of each class.

### Course Section

SetClr	Enroll Type	Dept	Crse	Sect	Description	Cr	Loca	Bldg	I
<input type="checkbox"/>	Credit	BC	11	1	Intro. Bib. Counsel.	3		WILLSO	CLA
							WILLSO	CLASSRO2	09/1
<input type="checkbox"/>	Credit	BC	11	AU	Intro. Bib. Counsel.	0		WILLSO	CLA
							WILLSO	CLASSRO2	09/1
<input type="checkbox"/>	Credit	BC	11	IN	Intro. Bib. Counsel.	3			
<input type="checkbox"/>	Credit	BC	31	1	Supervised Counselin	2		WILLSO	CLA
<input type="checkbox"/>	Credit	BC	32	1	Role Play	2			
<input type="checkbox"/>	Credit	CH	21	1	Pat/Med. History	3		WILLSO	CLA

### Enrollment Type

SetClr	Enroll Type	Dept	Crse	Sect	Description	Cr
<input type="checkbox"/>	Credit	BC	11	1	Intro. Bib. Counsel.	3
						WILL:
<input type="checkbox"/>	Audit	BC	11	AU	Intro. Bib. Counsel.	0
						WILL:
<input type="checkbox"/>	Credit	BC	11	IN	Intro. Bib. Counsel.	3
<input type="checkbox"/>	Credit	BC	31	1	Supervised Counselin	2