Registering for Your First Term Courses
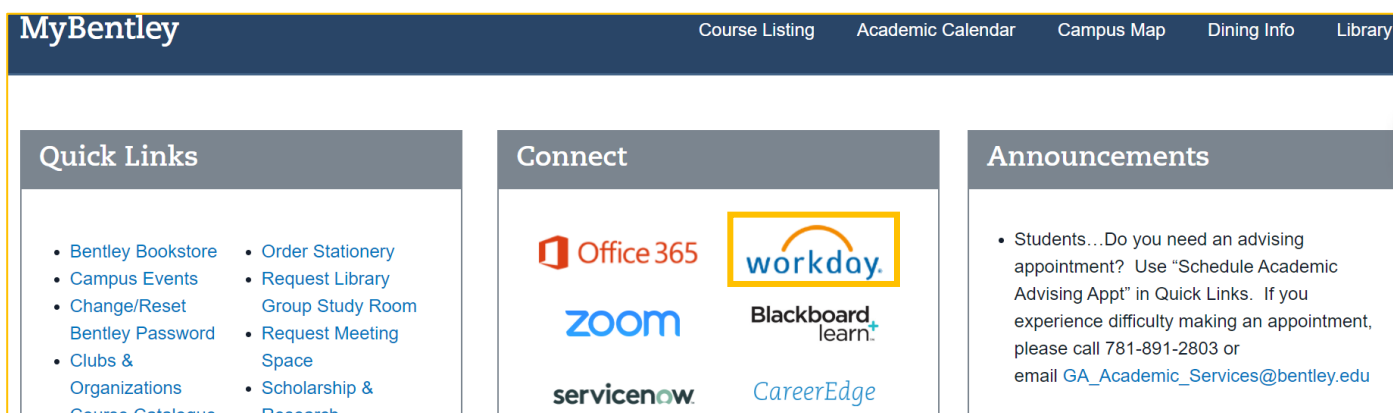Adding courses using Schedule Planner

STEP 1

Go to my.Bentley.edu and click on the **Workday** icon.
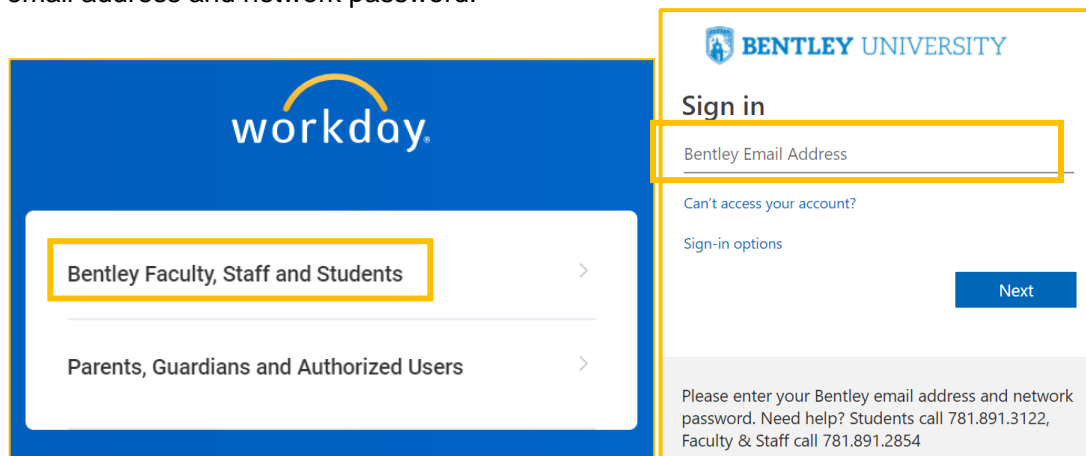
STEP 2

Click **Bentley Faculty, Staff and Students** and sign in to your Bentley student account using your full Bentley email address and network password.

STEP 3

Select and complete a Duo Security authentication method. If you are having difficulty signing in, contact the Bentley Help Desk at: (781) 891-3122.

Duo Push: *Requires that you download the Duo Mobile app to your mobile device.* You will receive a Push notification key that grants access.
Call Me: You will receive a call from a Waltham, MA telephone number. Press any number on the keypad to proceed.
Passcode: You will receive an SMS text code to your mobile device. Enter the text code into the field box.

STEP 4

After logging into Workday, select the **Academics** icon**.**
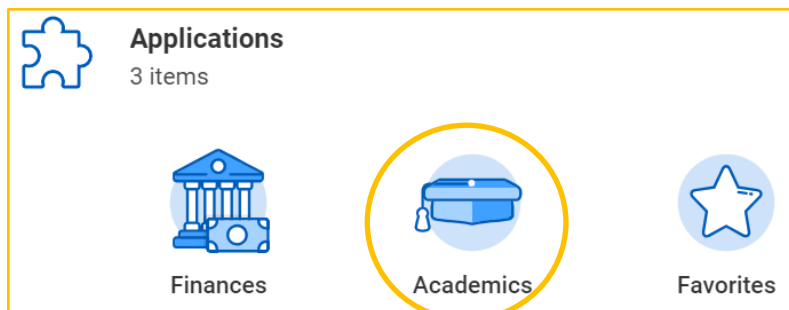
STEP 5

Under **Planning & Registration** in the right panel, click on **Schedule Planner (undergraduate students only)**.
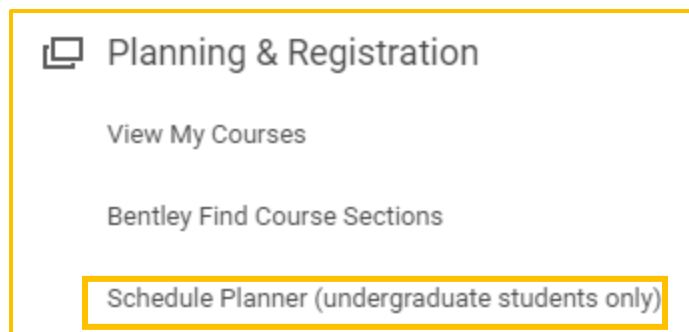
STEP 6

In **Schedule Planner**, to the right of **Courses**, click **Add Course.** (Note: some courses are preloaded for you.)
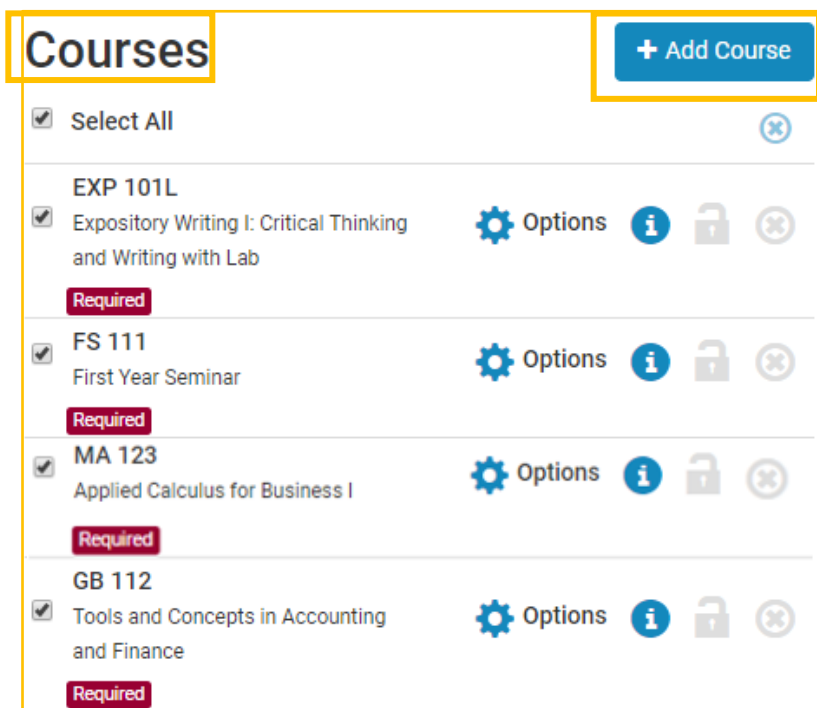
STEP 7

Under **Add Course**, use the dropdown menu next to **Subject** and **Course** to search for the desired course. To limit your initial search, use the tab **Search by Course Attribute** and choose an appropriate attribute (e.g. "First Year" or "Honors"). When finished, click **Add Course**. Then click **Done**.

STEP 8A

Under your Added Courses, select the **Options Gear** to narrow your search results.

STEP 8B

Under the selected course, select/deselect the check boxes corresponding to each section according to preference. Unselect any section you do not want or cannot take (e.g. unselecting Honors Courses if you are not enrolled in the Honors program). Then press **Save & Close**.

Honors courses are designated by an H and a section number.

STEP 9

Under **Schedules**, click **Generate Schedules**, and then click **view** to view a schedule.

Use the **Breaks** feature to remove course options that conflict with other responsibilities (e.g. work or sports schedule).

Select **Add Break**, create desired break, and select the checkbox.

STEP 10

Once you have decided on a schedule, at the top of the page, click **Send to Shopping Cart.** This returns you to **Workday Student.**

Schedule Planner	Text Only						⑦ Help	⮕ Sign out

‹ Back	🖨 Print	✉ Email	🛒 Send to Shopping Cart				♥	⤬ Shuffle

ⓘ You are viewing a potential schedule only and you must still register.   ✕

			Subject	Course	Section	Title	Instructor	Seats Open	Day(s) & Location(s)	Day/Evening	Credits
🟩	ⓘ	🔓	EXP	101L	001	Expository Writing I: Critical Thinking and Writing with Lab	Nathaniel Hodes	18	MW 8:00am - 10:50am		3
🟦	ⓘ	🔓	FS	111	002	First Year Seminar	Kristin Elwell	25	T 11:00am - 12:20pm		1
🟥	ⓘ	🔓	GB	110	004	Legal and Ethical Environment of Business	Liz Brown	32	TF 9:30am - 10:50am		3
🟧	ⓘ	🔓	GB	112	004	Tools and Concepts in Accounting and Finance		33	TF 8:00am - 9:20am		3
🟥	ⓘ	🔓	HI	350	E01	Serfs, Slaves and Sojourners: The Minority Experience in the United States	PJ Dickson	22	W 6:30pm - 9:10pm		3
🟦	ⓘ	🔓	MA	123	001	Applied Calculus for Business I	Allen Green	30	R 8:00am - 10:50am		3
											16

STEP 11

Under **View My Saved Schedules**, select 202X Fall Semester (or enter term and actual year) in the **Start Date within** drop down bar. Select **OK** below.

View My Saved Schedules

Start Date within *

202X Fall Semester	☰
By Type	›
All	›

OK   Cancel

STEP 12

Under **View My Saved Schedules**, you should be able to see "202X Fall Semester", and **Schedule Name**, which indicates that the courses are imported from College Scheduler (Schedule Planner).

← **View My Saved Schedules**

| **Academic Period** | 202X Fall Semester |
| **Schedule Name** | College Scheduler 202X B03X10021_UC_202X09 |

STEP 13

If you are currently eligible to register for courses, you will see a **Start Registration** button below the table. Click **Start Registration**.

6 items

Course	Grading Basis	Units	Section	Section Status
EXP 101L - Expository Writing I with Lab	Graded	3	EXP 101L-1 - Expository Writing I with Lab	Open
FS 111 - First Year Seminar	Pass/Fail	1	FS 111-14 - First Year Seminar	Open
GB 110 - Legal and Ethical Environment of Business	Graded	3	GB 110-17 - Legal and Ethical Environment of Business	Open
GB 112 - Tools and Concepts in Accounting and Finance	Graded	3	GB 112-1 - Tools and Concepts in Accounting and Finance	Open
MA 123 - Applied Calculus for Business I	Graded	3	MA 123-3 - Applied Calculus for Business I	Open
HI 200 - The Making of Our Contemporary World	Graded	3	HI 200-3 - The Making of Our Contemporary World	Open

Start Registration   View Schedule   Add Course   Edit   Remove

STEP 14

Under **Register from Saved Schedule**, at the bottom of the page, click **Register.** _**You are not registered until you complete this step.**_

STEP 15

This is an example of what you will see if you successfully registered for courses.

STEP 16

To see your registered courses in a weekly grid view, click **View Registered Courses**. Then select **View Schedule**. As a reminder, we generally do not recommend taking more than two academic courses in a row or more than three academic courses in a day.

Register from Saved Schedule

Successfully Registered Courses 5 items

Course	Section
EXP 101 - Expository Writing I: Critical Thinking and Writing	EXP 101-023 - Expository Writing I: Critical Thinking and Writing
GB 110 - Legal and Ethical Environment of Business	GB 110-009 - Legal and Ethical Environment of Business
GB 112 - Tools and Concepts in Accounting and Finance	GB 112-009 - Tools and Concepts in Accounting and Finance
IT 101 - Information Technology and Computer System Concepts	IT 101-008 - Information Technology and Computer System Concept
MA 123 - Applied Calculus for Business I	MA 123-005 - Applied Calculus for Business I

(View Registered Courses)   (View Student Account)

View My Courses

Undecided Business – BS (BS)

202X Fall Semester

(View Schedule)

My Enrolled Courses 6 items

	Course Listing	Units	Grading Basis	Section
🔍	EXP 101L - Expository Writing I: Critical Thinking and Writing with Lab	3	Graded	EXP 101L-003 - Expository Writing I: Critical Thinking and Writing with Lab
🔍	GB 110 - Legal and Ethical Environment of Business	3	Graded	GB 110-016 - Legal and Ethical Environment of Business

	Mon	Tue	Wed	Thu	Fri
		GB 112-008 9:30 AM - 10:50 AM			GB 112-008 9:30 AM - 10:50 AM
	GLS 100-005 11:00 AM - 12:20 PM	MA 123-005 11:00 AM - 12:20 PM	FS 111-011 11:00 AM - 12:20 PM	GLS 100-005 11:00 AM - 12:20 PM	MA 123-005 11:00 AM - 12:20 PM
	IT 101-008 12:30 PM - 1:50 PM			IT 101-008 12:30 PM - 1:50 PM	
	EXP 101-023 5:00 PM - 6:20 PM		EXP 101-023 5:00 PM - 6:20 PM		