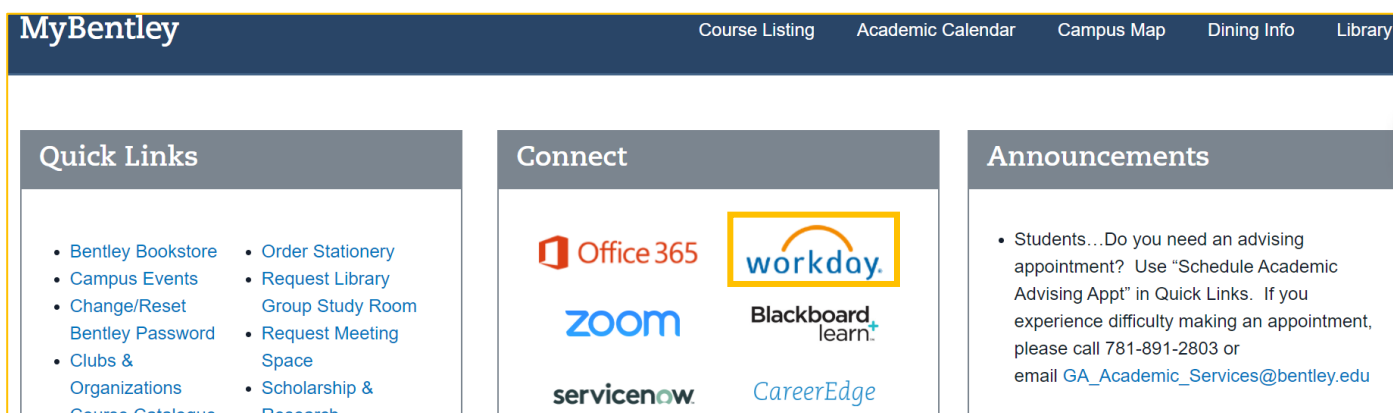


Registering for Your First Term Courses

Adding courses using Schedule Planner

STEP 1

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



MyBentley Course Listing Academic Calendar Campus Map Dining Info Library

Quick Links

- Bentley Bookstore
- Campus Events
- Change/Reset Bentley Password
- Clubs & Organizations
- Course Catalogue
- Order Stationery
- Request Library Group Study Room
- Request Meeting Space
- Scholarship & Research

Connect

Office 365

zoom

servicenow

workday.

Blackboard learn.

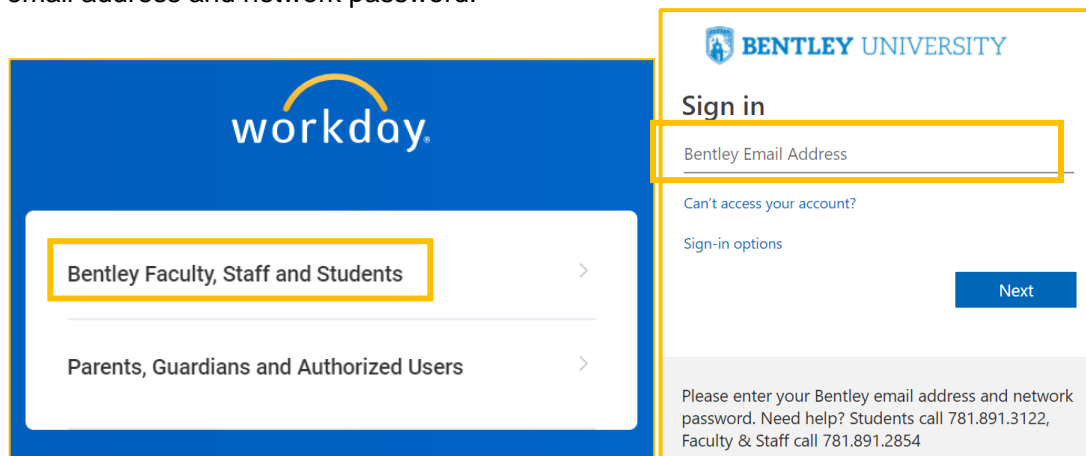
CareerEdge

Announcements

- Students...Do you need an advising appointment? Use "Schedule Academic Advising Appt" in Quick Links. If you experience difficulty making an appointment, please call 781-891-2803 or email GA_Academic_Services@bentley.edu

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.



workday.

Bentley Faculty, Staff and Students >

Parents, Guardians and Authorized Users >

BENTLEY UNIVERSITY

Sign in

Bentley Email Address

Can't access your account?


Sign-in options

Next

Please enter your Bentley email address and network password. Need help? Students call 781.891.3122, Faculty & Staff call 781.891.2854


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.




[What is this? ↗](#)
[Add a new device](#)
[My Settings & Devices](#)
[Need help?](#)


Choose an authentication method

 Duo Push RECOMMENDED

Send Me a Push

 Call Me

Call Me

 Passcode

Enter a Passcode

☐ Remember me for 90 days

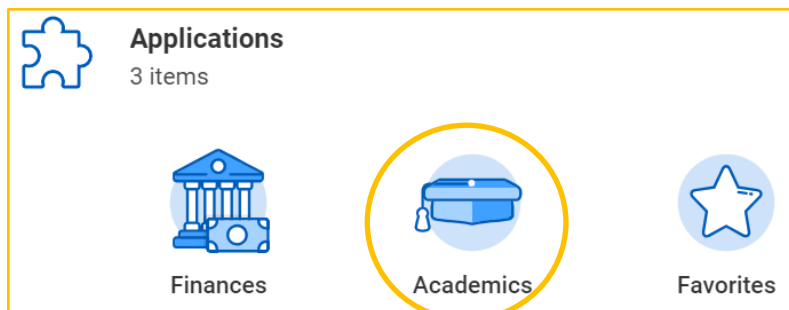
Duo Push: Requires that you download the Duo Mobile app to your mobile device. You will receive a Push notification key that grants access.

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.

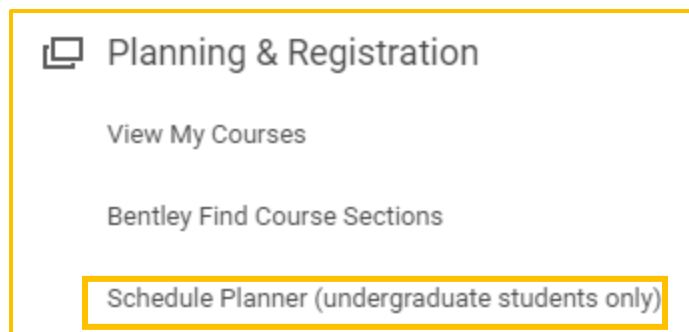
STEP 4

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



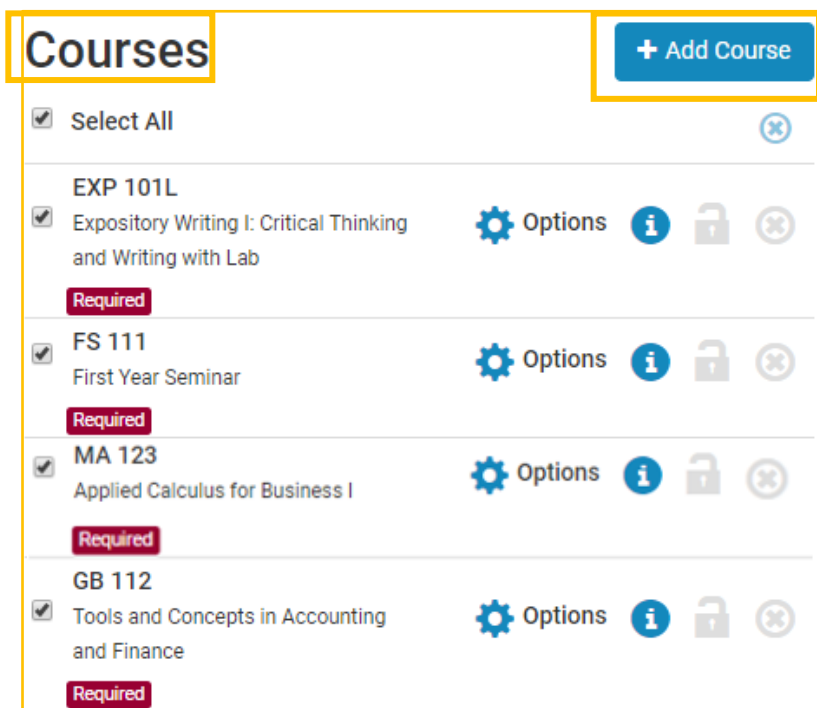
STEP 5

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**.

Add Course

By Subject

Search by Course Attribute

Search By Section Attribute

Search By Instructor

Subject

GB

Course

112 Tools and Concepts in Accounting a...

← Done

+ Add Course

GB 112 - Tools and Concepts in Accounting and Finance

The primary objective of this course is to provide a foundational understanding of accounting and finance concepts and tools. This course takes students from double-entry accounting through to an elementary understanding of how to construct financial statements. It introduces the use of these statements as the basis for ratio analysis and budgeting. Students begin their study of the basic time value of money concepts that are the foundation for basic valuation techniques for both financial securities and projects valuation.

STEP 8A

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

GB 112

☒ Tools and Concepts in Accounting and Finance

Options

i

🔒

✖

Required



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.

GB 112
Tools and Concepts in Accounting and Finance

Please select the classes you wish to include.

Included (9 of 9) Excluded (23) Advanced Filters Back Save & Close

	Section	Subject	Course	Component	Day(s) & Location(s)
<input checked="" type="checkbox"/>	018 Instruction Mode In-Person	GB	112	Lecture	TF 12:30pm - 1:50pm
<input checked="" type="checkbox"/>	024 Instruction Mode In-Person	GB	112	Lecture	TR 3:30pm - 4:50pm
<input checked="" type="checkbox"/>	025 Instruction Mode In-Person	GB	112	Lecture	TR 3:30pm - 4:50pm
<input type="checkbox"/>	H01 Instruction Mode In-Person	GB	112	Lecture	TR 5:00pm - 6:20pm
<input type="checkbox"/>	H02 Instruction Mode In-Person	GB	112	Lecture	TR 5:00pm - 6:20pm

STEP 9

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

Schedules

Generate Schedules Shuffle

Looks like you have many scheduling options! Try using breaks, locks and course options to narrow your results.
Generated 1000+ Schedules

Compare Select at least two schedules to compare side by side

View 1 EXP-101L-001, FS-111-002, GB-110-004, GB-112-004, HI-350-E01, MA-123-001

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.

Breaks

☒ Select All

☒ Work
MW - 12:00pm to 2:00pm

+ Add Break

Edit

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
Help
Sign out

Back
Print
Email
Send to Shopping Cart
Heart
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	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.**

Register from Saved Schedule

Academic Period

202X Fall Semester

EXP 101L - Expository Writing I: Critical Thinking and Writing with Lab
 3 Units

FS 111 - First Year Seminar
 1 Units

GB 110 - Legal and Ethical Environment of Business
 3 Units

GB 112 - Tools and Concepts in Accounting and Finance
 3 Units

HI 350 - Serfs, Slaves and Sojourners: The Minority Experience in the United States
 3 Units

Register

Cancel

STEP 15

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

Register from Saved Schedule

Successfully Registered Courses 5 items

Course	Section	Meeting Times
EXP 101 - Expository Writing I: Critical Thinking and Writing	EXP 101-023 - Expository Writing I: Critical Thinking and Writing	M/W 5:00 PM - 6:20 PM
GB 110 - Legal and Ethical Environment of Business	GB 110-009 - Legal and Ethical Environment of Business	T/Th 5:00 PM - 6:20 PM
GB 112 - Tools and Concepts in Accounting and Finance	GB 112-009 - Tools and Concepts in Accounting and Finance	T/F 9:30 AM - 10:50 AM
IT 101 - Information Technology and Computer System Concepts	IT 101-008 - Information Technology and Computer System Concept	M/Th 12:30 PM - 1:50 PM
MA 123 - Applied Calculus for Business I	MA 123-005 - Applied Calculus for Business I	T/F 11:00 AM - 12:20 PM

View Registered Courses

View Student Account

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
Q	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
Q	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		

