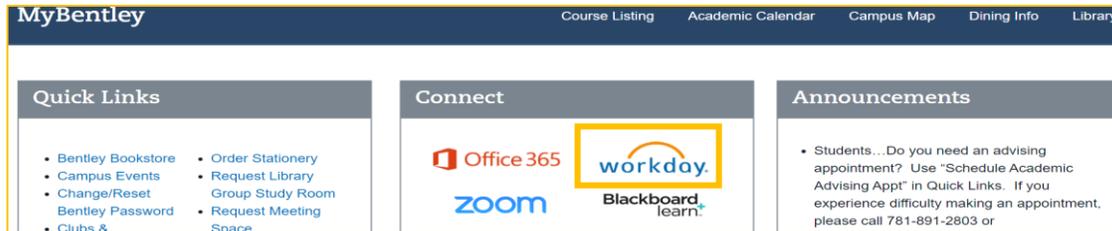


ADDING COURSE(S) TO COMPLETE REGISTRATION

To log into Workday and view your pre-registered courses, follow these steps:

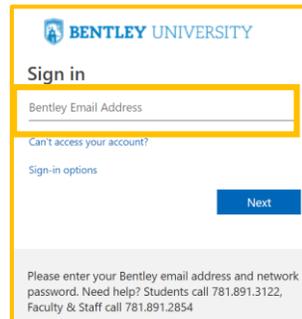
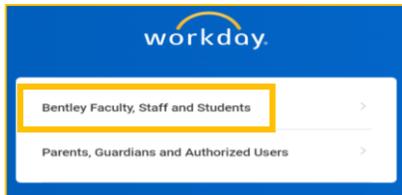
STEP 1

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



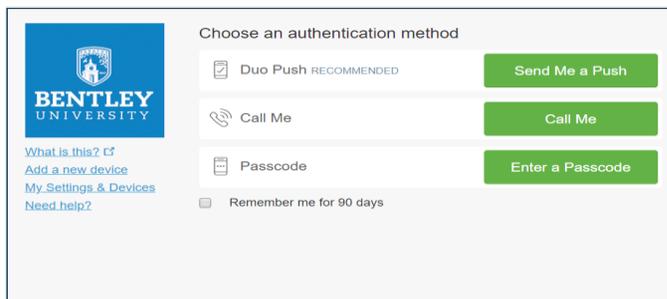
STEP 2

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, select **View My Courses**. You will see **My Enrolled Courses** table on the next screen.

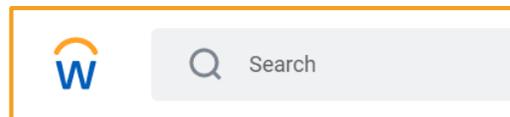


My Enrolled Courses 5 items

	Course Listing	Units	Grading Basis	Enrolled Sections				
				Section	Instructional Format	Meeting Patterns	Registration Status	Instructor
Q	EXP 201L - Expository Writing II with Lab	3	Graded	EXP 201L-SN4 - Expository Writing II with Lab	Lecture	T/F 11:00 AM - 1:50 PM	Registered	Luke Mueller
Q	PH 101 - Problems of Philosophy	3	Graded	PH 101-HB17 - Problems of Philosophy	Lecture	T/Th 3:30 PM - 4:50 PM	Registered	Will Barnes
Q	GB 110 - Legal and Ethical Environment of Business	3	Graded	GB 110-SN8 - Legal and Ethical Environment of Business	Lecture	M/W 5:00 PM - 6:20 PM	Registered	michael jones
Q	GB 212 - Practice and Applications in Accounting and Finance	3	Graded	GB 212-HB1 - Practice and Applications in Accounting and Finance	Lecture	M/Th 12:30 PM - 1:50 PM	Registered	Antonietta Spinace-Casale
Q	LIT 385 - Diasporic Literature and Culture	3	Graded	LIT 385-SN1 - Diasporic Literature and Culture	Lecture	M 6:30 PM - 9:10 PM	Registered	Tzarina Prater

STEP 6 (Useful Tip)

To return to the Home screen, click the **W** on the upper left of the screen.



You will have two ways to complete registration:

- [By using the Bentley Find Course Sections function](#)

When to use: Adding a single course at a time.

OR

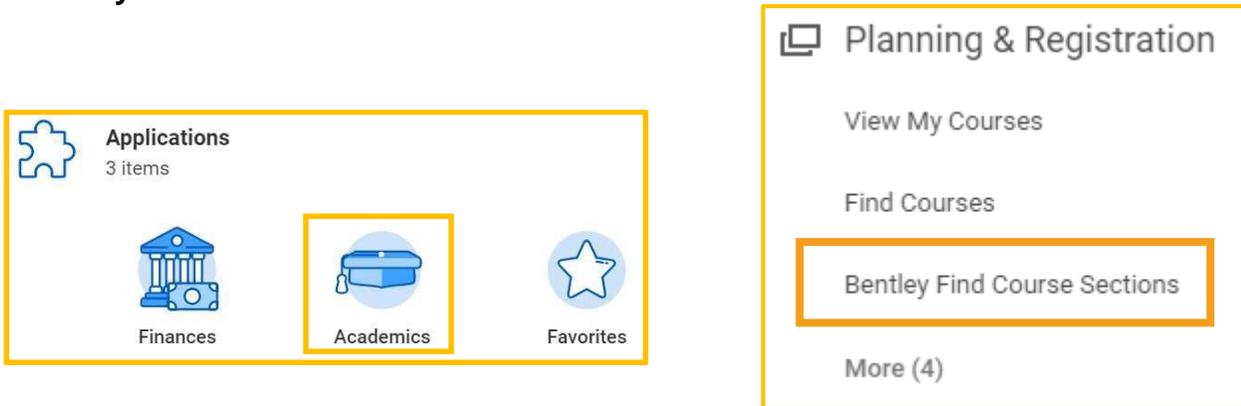
- [By using SWAP to update your course schedule](#)

When to use: Changing a section of a course *or* dropping & adding a new course.

Using Bentley Find Course Sections

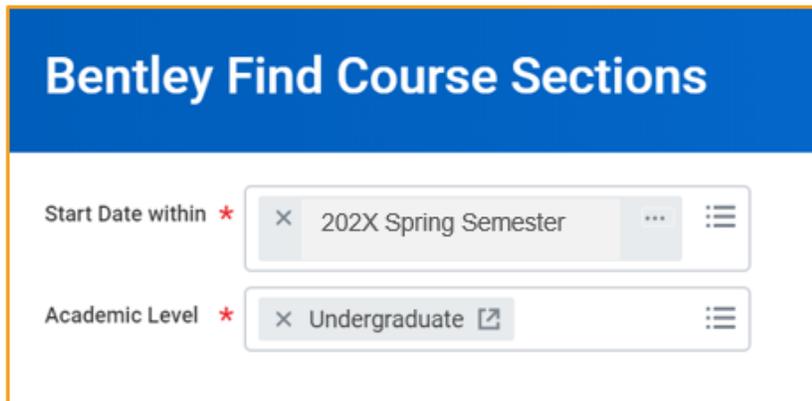
STEP 1

On the **Academics** screen, look for **Planning & Registration** in the right column and select **Bentley Find Course Sections**.



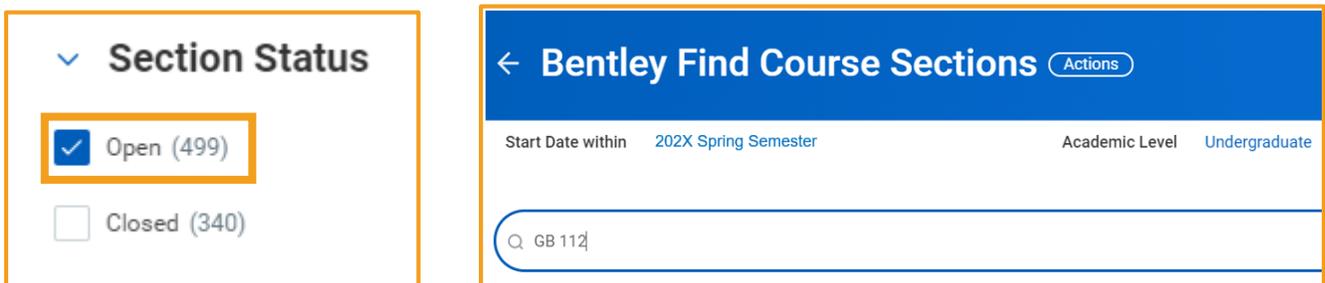
STEP 2

On the **Bentley Find Course Sections** screen, enter the **Start Date within** (i.e. Spring 202X), and select Undergraduate from the **Academic Level** dropdown menu. Then click OK.



STEP 3

Filter the results on the left side to find your desired course(s); for example **Open** under Section Status. You can also type the desired course subject and number in the search bar (i.e. GB 112).



STEP 4

Click on the **course** information (number and title) to see **View Course Section**.

GB 112-001 - Tools and Concepts in Accounting and Finance

Tools and Concepts in Accounting and Finance | Open | Stephen O'Leary
Section Details M/W | 8:00 AM - 9:20 AM

STEP 5

In **View Course Section**, click the **Register** button at the bottom of the page. If you don't see the **Register** button, you are not eligible to enroll in the course, most likely because you don't meet the eligibility rule, the course is closed, or you don't have a valid registration time.

View Course Section

GB 112-1 - Tools and Concepts in Accounting and Finance Actions

Course	GB 112 - Tools and Concepts in Accounting and Finance
Academic Period	Spring Semester
Status	Open
Start/End Date	
Grading Basis	Graded
Units	3 Units
Description	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.
Eligibility	Student has not met all of the following Student has satisfied all of the following: [Student has completed all of the following course(s): GB 112 - Tools and Concepts in Accounting and Finance with grade greater than or equal to C.]

[Add to Schedule](#) [Register](#)

STEP 6

Click the highlighted **Register** button.

The screenshot shows a course registration form. At the top left, a box displays the course name and '3 Units'. Below this, the course listing and description are shown. The 'Eligible' checkbox is checked. A 'Lecture' section contains a table with 5 items. The second item is selected with a blue checkmark. At the bottom, a 'Register' button is highlighted with an orange border, next to a 'Cancel' button.

Select	Section	Eligible	Section Status
<input type="checkbox"/>	GB 112-1 - Tools and Concepts in Accounting and Finance	<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	GB 112-2 - Tools and Concepts in Accounting and Finance	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	GB 112-3 - Tools and Concepts in Accounting and Finance	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	GB 112-4 - Tools and Concepts in Accounting and Finance	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	GB 112-5 - Tools and Concepts in Accounting and Finance	<input checked="" type="checkbox"/>	Open

On the **Register for Course Section** screen, you will see the course listed under Successfully Registered Courses, confirming your registration. If you have registered for other courses, click **View Registered Courses** to see your full schedule.

The screenshot shows the 'Register for Course Section' confirmation screen. It features a blue header with the title. Below the header, it states 'Successfully Registered Courses 1 item'. A table lists the registered course and section. At the bottom, two buttons are visible: 'View Registered Courses' (highlighted with an orange border) and 'View Student Account'.

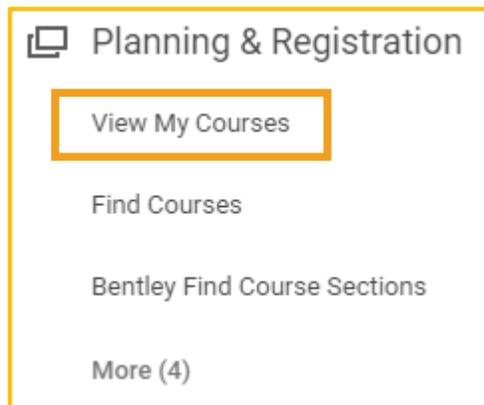
Course	Section
GB 112 - Tools and Concepts in Accounting and Finance	GB 112-001 - Tools and Concepts in Accounting and Finance



Using Swap

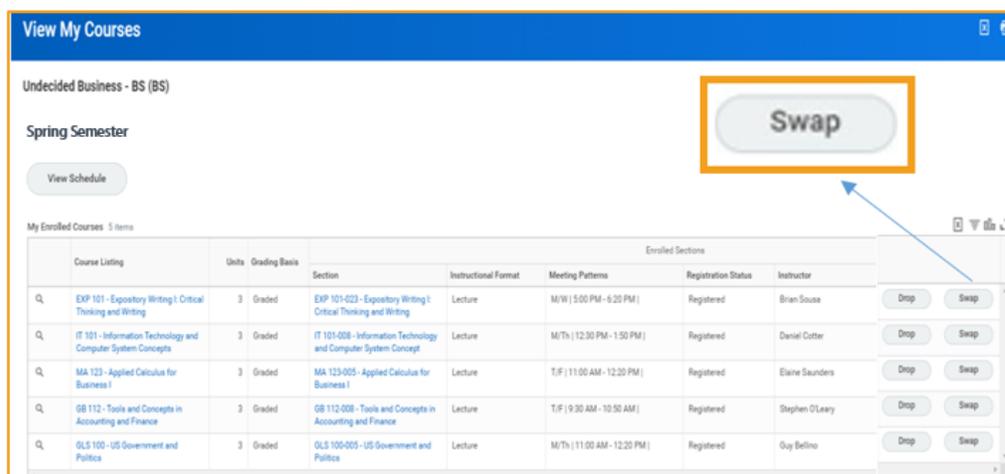
STEP 1

On the **Academics** screen, look for **Planning & Registration** in the right column and select **View My Courses**.



STEP 2

In the **My Enrolled Courses** table, select **Swap** at the right of the table. (You may have to scroll to the right.)

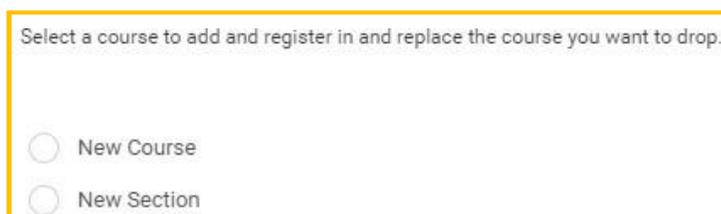


STEP 3

Select **New Course** if it's a different course. Then go to Step 4A.

OR

Select **New Section** if you want a new section of the same course. Then go to Step 4B.



STEP 4A (New Course)

If it's a **New Course**, type the course subject and number you are looking for in the **Course to Add** dropdown menu. Click **OK** at the bottom of the screen.

Course to Drop PH 253 - Theories of Reality

Course to Add * search Eligible Yes

× PS 230 - Sports Psychology

OK Cancel

Choose the section of the course by checking the box next to the section name. Then click the **Confirm Swap** checkbox at the bottom of the page (you may have to scroll down the page) and click **OK**.

1 item

Select	Section
<input checked="" type="checkbox"/>	PS 230-001 - Sports Psychology

Confirm Swap *

OK Cancel

Click **View Registered Courses**.

Swap Student Course Registration

Successfully Registered Courses 1 item

Course	Section
GLS 105 - US State and Local Government and Politics	GLS 105-002 - US State and Local Government and Politics

View Registered Courses View Student Account



STEP 4B (New Section)

If it's a **New Section**, click **OK** at the bottom of the **Swap Student Course Registration** screen. Then **unclick your current section** and select the desired section by checking the box next to the course. Then click **OK** at the bottom.

Swap Student Course Registration

Select a course to add and register in and replace the course you want to drop.

New Course

New Section

Course for Section Swap GB 112 - Tools and Concepts in Accounting and Finance

OK Cancel

<input type="checkbox"/>	GB 112-007 - Tools and Concepts in Accounting and Finance	<input type="checkbox"/>	Open
<input type="checkbox"/>	GB 112-008 - Tools and Concepts in Accounting and Finance	<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	GB 112-009 - Tools and Concepts in Accounting and Finance	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	GB 112-010 - Tools and Concepts in Accounting and Finance	<input checked="" type="checkbox"/>	Closed
<input type="checkbox"/>	GB 112-011 - Tools and Concepts in Accounting and Finance	<input type="checkbox"/>	Open
<input type="checkbox"/>	GB 112-012 - Tools and Concepts in	<input type="checkbox"/>	Closed

OK Cancel

Click **Done** on the next screen.

Swap Student Course Registration

For Course GB 112 - Tools and Concepts in Accounting and Finance

Selected Sections GB 112-009 - Tools and Concepts in Accounting and Finance

Successfully Registered Sections 1 item

Section	Meeting Times
GB 112-009 - Tools and Concepts in Accounting and Finance	T/F 9:30 AM - 1

Done



STEP 5

Once you have completed your registration, select **View Schedule** to see a grid format of your courses. Revisit your schedule to ensure that the timing makes sense for you. 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.

View My Courses

Undecided Business - BS (BS)
Spring Semester

View Schedule

My Enrolled Courses 6 items

	Course Listing	Units	Grading Basis	Section	
				Section	Instructional I
🔍	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	Lecture
🔍	GB 110 - Legal and Ethical Environment of Business	3	Graded	GB 110-016 - Legal and Ethical Environment of Business	Lecture
🔍	GLS 101 - Globalization	3	Graded	GLS 101-E01 - Globalization	Lecture

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		

