

# Registering for Your First Term Courses (Transfers)

Adding courses using Schedule Planner

## STEP 1

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

The screenshot shows the MyBentley website interface. At the top, there is a navigation bar with links for Course Listing, Academic Calendar, Campus Map, Dining Info, and Library. Below this, the main content area is divided into three sections: Quick Links, Connect, and Announcements. The Quick Links section lists various services like Bentley Bookstore, Campus Events, and Request Library. The Connect section features logos for Office 365, Zoom, ServiceNow, Workday, Blackboard Learn, and CareerEdge. The Announcements section contains a message about scheduling advising appointments.

## 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.

The screenshot shows the Workday sign-in process. On the left, a blue sidebar contains the Workday logo and a menu with the option "Bentley Faculty, Staff and Students" highlighted. On the right, the sign-in form is displayed, featuring the Bentley University logo, a "Sign in" heading, and a text input field for the "Bentley Email Address". Below the input field are links for "Can't access your account?" and "Sign-in options", and a "Next" button. At the bottom, a note provides contact information for help: "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.

Choose an authentication method

- Duo Push **RECOMMENDED** Send Me a Push
- Call Me Call Me
- Passcode Enter a Passcode

Remember me for 90 days

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

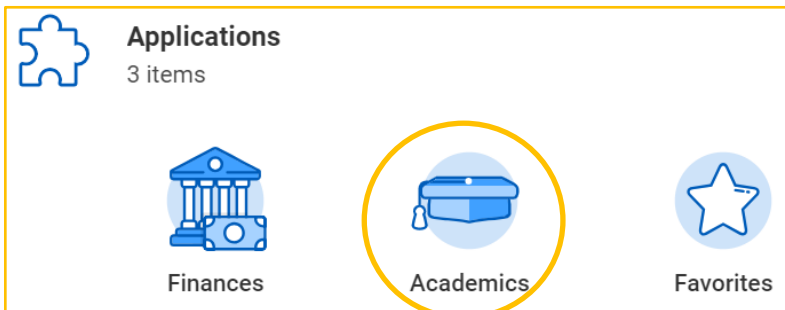
**Duo Push:** Requires that you download the Duo Mobile app to your mobile device. You will receive a Push notification key that grants access.

**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.

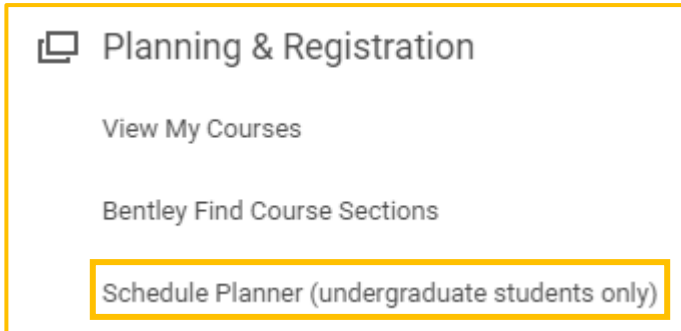
### STEP 4

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



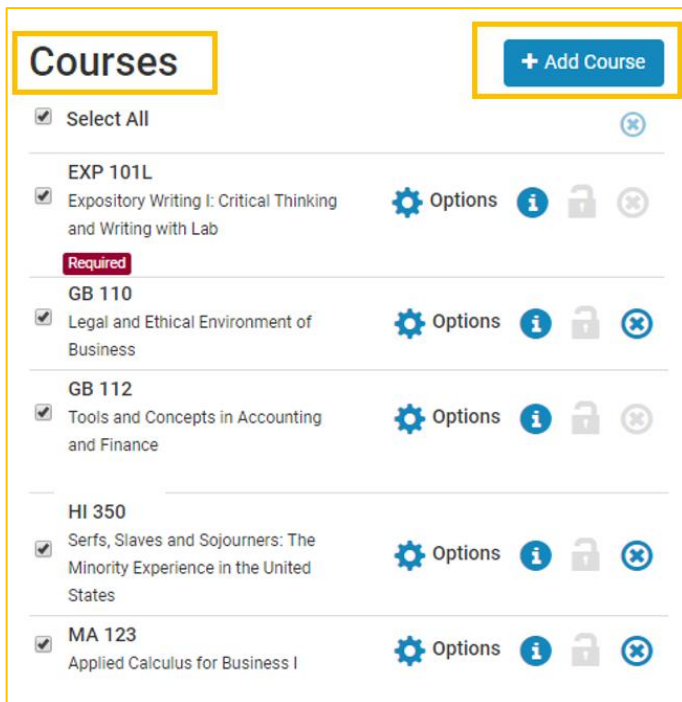
## STEP 5

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. "Honors" if you are in the Honors Program). When finished, click **Add Course**. Then click **Done**.

## Add Course

By Subject
Search by Course Attribute
Search By Section Attribute
Search By Instructor

Subject

Course

← 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

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**.

**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

<input checked="" type="checkbox"/>	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

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.

**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 EXP-101L-001, GB-110-004, GB-112-004, HI-350-E01, MA-123-001

**Breaks**

Add Break

Select All ✕

Work  
MW - 12:00pm to 2:00pm ⚙️ Edit ✕

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 Help Sign out

Back Print Email Send to Shopping Cart Heart Shuffle

*i* 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
<span style="color: green;">■</span> <i>i</i> <i>l</i>	EXP	101L	001	Expository Writing I: Critical Thinking and Writing with Lab	Nathaniel Hodes	18	MW 8:00am - 10:50am		3
<span style="color: red;">■</span> <i>i</i> <i>l</i>	GB	110	004	Legal and Ethical Environment of Business	Liz Brown	32	TF 9:30am - 10:50am		3
<span style="color: orange;">■</span> <i>i</i> <i>l</i>	GB	112	004	Tools and Concepts in Accounting and Finance		33	TF 8:00am - 9:20am		3
<span style="color: pink;">■</span> <i>i</i> <i>l</i>	HI	350	E01	Serfs, Slaves and Sojourners: The Minority Experience in the United States	PJ Dickson	22	W 6:30pm - 9:10pm		3
<span style="color: purple;">■</span> <i>i</i> <i>l</i>	MA	123	001	Applied Calculus for Business I	Allen Green	30	R 8:00am - 10:50am		3

### 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**.

Course	Units	Sections			
		Section	Section Status	Instructional Format	Instructor
EXP 101L - Expository Writing I: Critical Thinking and Writing with Lab	3	EXP 101L-001 - Expository Writing I: Critical Thinking and Writing with Lab	Open	Lecture	Nathaniel Hodes
GB 110 - Legal and Ethical Environment of Business	3	GB 110-004 - Legal and Ethical Environment of Business	Open	Lecture	Liz Brown
GB 112 - Tools and Concepts in Accounting and Finance	3	GB 112-004 - Tools and Concepts in Accounting and Finance	Open	Lecture	
HI 350 - Serfs, Slaves and Sojourners: The Minority Experience in the United States	3	HI 350-E01 - Serfs, Slaves and Sojourners: The Minority Experience in the United States	Open	Lecture	PJ Dickson
MA 123 - Applied Calculus for Business I	3	MA 123-001 - Applied Calculus for Business I	Open	Lecture	Allen Green

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

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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

---

MA 123 - Applied Calculus for Business I  
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

	Sun	Mon	Tue	Wed	Thu	Fri
8 AM						
9 AM						
10 AM			GB 110-004 9:30 AM - 10:50 AM			GB 110-004 9:30 AM - 10:50 AM
11 AM						
12 PM						
1 PM		GLS 102-003 12:30 PM - 1:50 PM			GLS 102-003 12:30 PM - 1:50 PM	
2 PM						
3 PM						
4 PM			GB 112-024 3:30 PM - 4:50 PM		GB 112-024 3:30 PM - 4:50 PM	
5 PM		GB 214-009 5:00 PM - 6:20 PM	IT 101-017 5:00 PM - 6:20 PM	GB 214-009 5:00 PM - 6:20 PM	IT 101-017 5:00 PM - 6:20 PM	
6 PM						

