Detailed Registration Instructions

1. Enter the following URL: [https://myblue.unk.edu](https://myblue.unk.edu) OR click on the MyBLUE link found on the UNK home page: [www.unk.edu](http://www.unk.edu).

2. Enter your NUID and password to log in. For assistance with the NUID and/or Password, contact UNK IT Help Desk at 308-865-8363.

Your NUID is the 8-digit number that is assigned at the time of admission and can be found on the back of your UNK ID card if you have one.

Your password has been assigned. If you have misplaced or forgotten your password, use the Login Help or call the IT Help Desk at 308-865-8363.
3. Select “Enrollment”.

4. Select the term.
5. In the search box under Shopping Cart, search for class(es) by entering the class number (ex: 11741), subject and catalog number (ex ART 118), department (Ex: ART) or class title (Ex: Color and Design). Select desired class from the drop-down menu.

6. Select desired section of the class by clicking on the particular class section. This will place the class in the Shopping Cart.
7. Continue searching for classes OR click “Proceed to Enrollment Checkout” to complete registration.

8. Confirm the class information carefully. To register, check the boxes next to the desired class title(s) and click “Enroll Selected”.
9. Read this statement carefully. By clicking “I Understand” you acknowledge that you understand and accept the terms and conditions.

10. Enrollment Results page will show either that the class(es) selected have been added or not added to your schedule and the reason any enrollment failure. If you click “Finish” you will return to your Enrollment page.
Following are examples of classes that were not added:

11. ALWAYS review your schedule after every registration process. Your enrolled classes will display on your Enrollment page.
Your enrolled classes will also show on the “Home” Page.

12. Dropping a course

All dropped courses are subject to the refund policy that can be found at: http://www.unk.edu/offices/student_accounts/

From the Home Page, on the left-hand menu, select “Enrollment”. Choose the term, and your enrolled classes for that term will appear under “Enrolled Classes”.

Click on the drop-down menu arrow next to the course you want to drop. Select “Drop Class” from the drop-down menu.
13. Read the statement in the popup box carefully. The amount of refund is shown in bold. Once you click “continue”, you have acknowledged that you understand and accept the terms and conditions and the course will be dropped at the refund percentage shown.

14. **ALWAYS review your schedule after every registration process.** You can view your account balance and invoice on MyBLUE by selecting Student Accounts from the left menu.

All billing statements for tuition and fees will be sent to your Lopermail email account. To review your email information click on Profile in the MyBLUE menu.