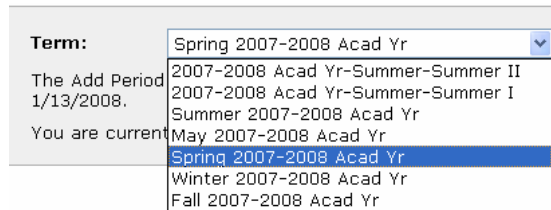


# Quick Guide to Adding/Dropping on My CedarCrest

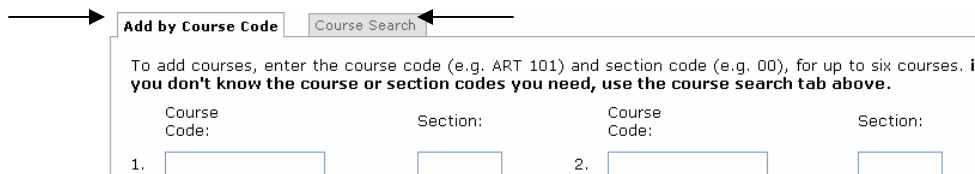
1. logon to My CedarCrest using your username (your ID#) and your password (this was mailed to you after you registered for the first time)
  - a. If you forgot your password, you need to either come into the Registrar's Office with a photo ID *or* we can mail it to you via US Mail.
2. on the right side of the screen, click Add/Drop courses



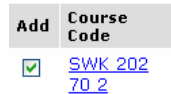
3. choose the term you wish to add or drop



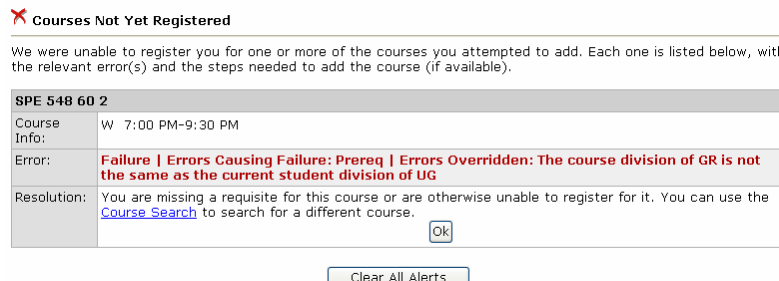
4. either type in the courses in the ADD by COURSE CODE tab and choose ADD COURSES (if you know which sections, follow the example) *or* use the COURSE SEARCH tab to search



5. if you use the COURSE SEARCH tab, you can search all courses by just clicking SEARCH or you can drop down the DEPARTMENT box to choose the first 3 letters of the course (i.e. SWK)
6. click the ADD checkbox next to the course you want to add and scroll to the bottom of the page and click ADD COURSES



7. If you added successfully, you will get a message stating so; you can scroll to the bottom of the page to either drop the course or just view your schedule
  - a. If you were not successful, you will see the error message as to why in RED



8. That is all! You may continue to add or drop until online registration closes!