

Utah Valley University's

Department of Educational Endorsements

Spring 2024 Registration Instructions *for* Washington County School District's *Depth, Complexity, and Questioning* EDUC 520R – ___ (CRN _____)

These instructions will only work for those who are admitted UVU students with an active UVID and working password. Only use a desktop computer or laptop computer. Only use Google or Google Chrome as your browser. The system is not built well for phones or tablets. Please follow these directions carefully. For Login and Password question, call the **Tech Help Service Desk** at **(801) 863-8888**. For questions about Endorsements, call the Endorsement Office at (801) 863-7614 or email Endorsements@UVU.Edu.

1. Access the UVU Website at My.UVU.Edu.
2. On **myUVU** Homepage go to **Registration & Academics** button.
3. Under **PLAN & REGISTER** section, click on **Add/Drop System**.
4. You will then be on the **Registration Page**. Click **Add/Drop/Waitlist Classes**
5. You are now on the **Select a Term** page. You want to select **2024 SPRING** and **click Continue**
6. You are now on the **Register for Classes** page. *DON'T use this page!* You want to go to the **ENTER CRN's** page. **Click on this TAB!**
7. You are now on the **Register for Classes: CRN Page**. Type your desired five (5) digit CRN in the box and **click** the **Add to Summary** button. **The numbers and title of your course are located in the header of these instructions.**
8. The course should appear with the Subject (**EDUC**), the **CRS Code** (Four Digits), **Section #** (Three Digits), and **Course Title** in the Lower Right Section. Make sure all of the numbers match the information for school district gave you. If you need to sign up for more than one class, follow the same procedure.
9. If you are finished, **click** the **Submit** button in the bottom right corner.
10. You are now ready to pay for your class. To do this go back to your **myUVU** Homepage.

PAYMENT OF UVU COURSE REGISTRATION FEES

*Additional instructional fees may be charged by the partnering school district or school. These instructions cover only the UVU \$45 course registration fee. Instructions on how to pay any school district required fees have been or will be provided by the district coordinator and/or the course instructor.

- I. Go to the MyUVU Homepage.
- II. On the left column click on **Paying for My Education**
- III. In the second (center) column, click on **Make a Payment**
- IV. You are now on the **Account Payment** Page
Type in what you intend to pay in the middle box, and press **Continue** at the bottom right corner of the page.
- V. You will now be on the **Select Method of Payment** Page. Click on the drop down menu and choose a method. (See picture.) Then press **Continue**
- VI. You are now switching to the **Confirmation of Payment** Page. Check to see if your information is accurate. If everything is accurate, please press the **Continue to PayPath** button.

How you pay is up to you. Follow the rest of the prompts as required.

If you have any questions regard payment, you can contact the **Bursar's Office** at **(801) 863-7200**
If you have any Technical Issues with the Website, please call the **Tech Help Service Desk** at **(801) 863-8888**

All other questions should be directed to the **Endorsement Programs Office** at **(801) 863-8888**