How to Register Online through myUB Portal

Step: 1

Please visit [http://bridgeport.edu/myub](http://bridgeport.edu/myub) and click on the logo to login.

Step: 2

Once logged in to the portal, click on “Course Schedule” which is on the main menu bar.
Step 3

Clicking on the main menu will take you the search and register page. From here, you can browse through sections, courses or search using any keywords.

Step 4:

Begin your search by choosing Courses or Sections and enter your criteria in the search box below:

- Courses
- Sections

Or try one of the browsing options below:

- Browse for Courses by: Subject or Academic Level
- or
- Browse for Sections by: Subject

For Example: If i am searching for Mathematics courses, I can just enter “Math” and hit search.
Step: 5

The search results screen will show all the math courses that are being offered. Select the course that you are planning to register. Please make sure that it is the right term and the right section.

Also, you can browse through sections/courses, select the subjects, and sort as desired, for better results. As shown below
Step 6:

Clicking on the course will take you to the course detail page. If registration is open for the course, you can see the “Add to Preferred List” button next to the course description. Click on the button, if you are planning to register for the course.

Step 7:

You will see a “successfully added” message, once the course has been added to your preferred list. If you have added all the courses to the preferred list, you can click on “view your preferred list” to take you to the registration and drop screen.
Step 8:

In the register and drop sections screen, you will see all the courses that you have added to the preferred list.

Step 9:

You can register for individual courses, by dropping down the action menu and selecting register or
You can register for all the courses in the preferred list by selecting the register from the action menu on the top as shown in the picture.

**Step 10:**

Upon successful registration, you will be taken to the “Registration Results” screen, where you can see all the courses that you are registered for. Please note - your registration is not complete until you see the results screen.
For any reason you couldn’t register because of a hold, restriction, or a pre-req you will be presented with an error message in red. Once you have the hold or restriction taken care of you can click on the registration menu and choose “Register and Drop Sections” and complete registration.