

Welcome, and congratulations! You are one step closer to being enrolled at Delta State University. After meeting with an academic advisor for your major to discuss your classes and program requirements, simply follow these instructions to access your account and register for classes:

1. Go to [www.deltastate.edu](http://www.deltastate.edu).
2. Select *myDSU* from the menu on the top right of the screen.
3. Click *Login* under the myDSU Portal.
4. Enter your username and password.
  - If this is your first time accessing your account, click *first-time user* and follow the instructions on the screen to locate your username / set your password, security questions, etc.
5. Once you have successfully set up your login credentials, you should be automatically redirected back to the login screen. If not, go back to the myDSU menu again and select *Login* under the myDSU Portal.
6. Once you are logged in, click the four dots in the top-left corner of the screen, then select *Student Services & Financial Aid* (twice).
7. Once your Student Profile appears, select *Registration* from the black menu to the left.
8. Select the correct semester from the drop-down menu, and enter the Alternate PIN you received from your academic advisor.
9. Search for classes by entering the subject and course number into the appropriate boxes. For example, if you are searching for ENG 101, type *ENG* into the subject box, then click *English*. Type 101 into the course number box, then click *Search*.
10. Review days and times listed for each option, and select the one that works for your schedule. (Note: If there is no day or time listed, the class is online.) If the class is full or conflicts with another class on your schedule, there will be a note in red on the right side of the menu. For each class you select, click *Add* in the right-hand column where course is listed. The class will appear in summary at bottom-right of the screen.
11. Once all courses are added, click *Submit*.
12. A message will pop up in top-right of screen to let you know if classes were successfully registered. If all classes were registered, the message will be green and you'll see *registered* highlighted in green next to each class listed in the summary. If there are any errors, the message will be red and will tell you what the error is and which class(es) has/have an error. If there are any errors, please contact your advisor for assistance.
13. View, download, and/or print your schedule by clicking the *Schedule & Options* tab.
14. Email your advisor to let them know that you have finished registering for classes.

For account access issues, contact the Office of Information Technology (OIT) at 662-846-4760.