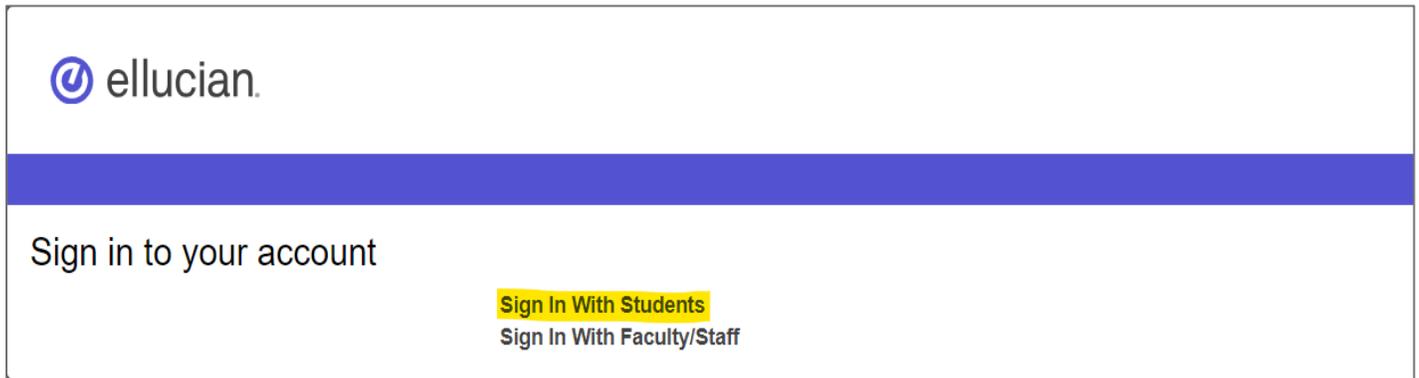


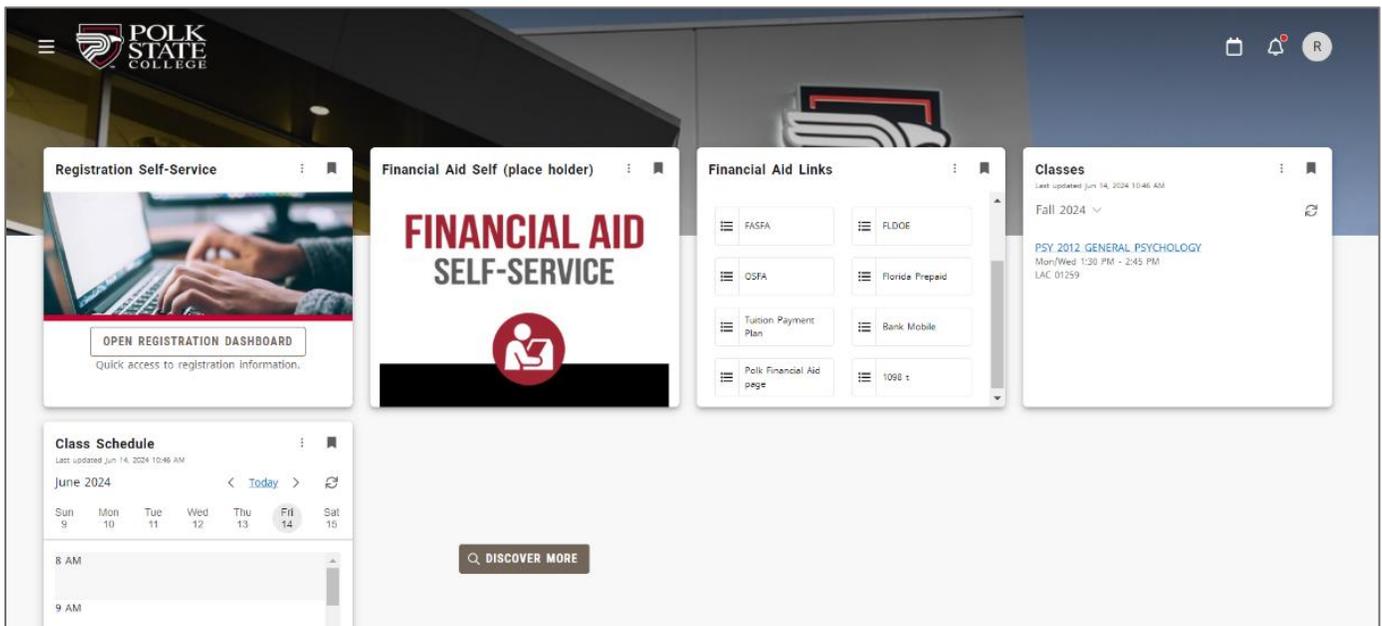
Student Registration

Log into experience.elluciancloud.com/psc

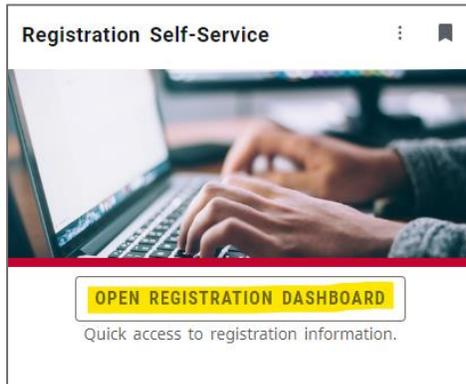
1. From the sign in screen you will click “Sign in with students.” Next, you will enter in your Polk State College student email and password.



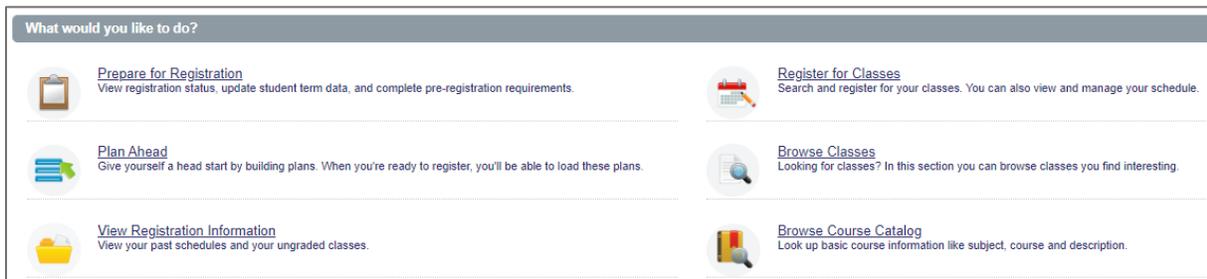
2. Once logged in, you will be taken to the Polk Portal home page.



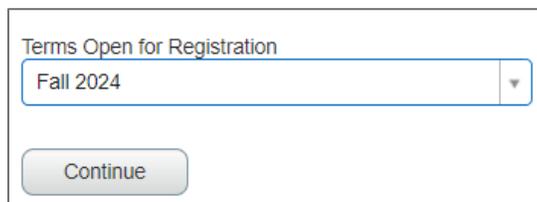
3. You will see a card titled “Registration self-service,” click “Open registration dashboard”.



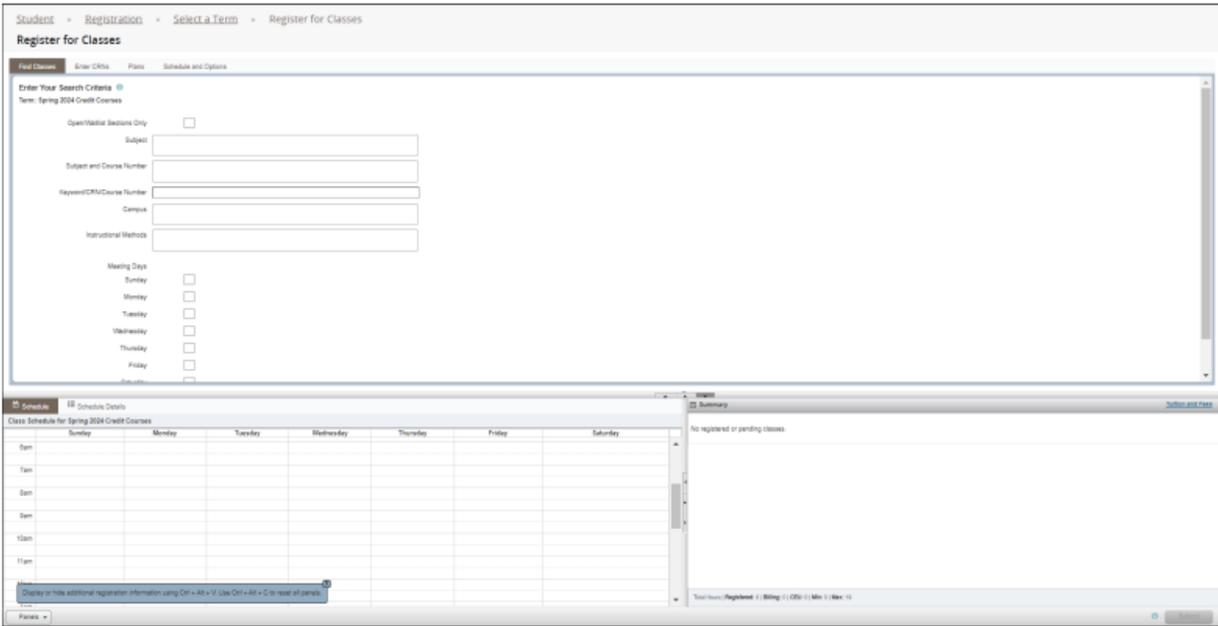
4. Next, you will see the following options which you can click on for more information about them. (Once registered, you can click View Registration Information to view your schedule).



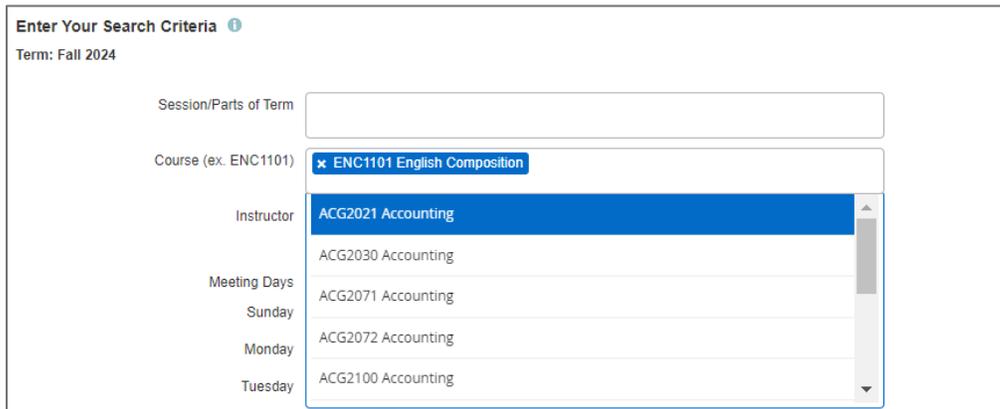
5. To register for classes, click on the “Register for classes” link. Next, you will click the drop-down menu to select the fall 2024 term, then click continue.



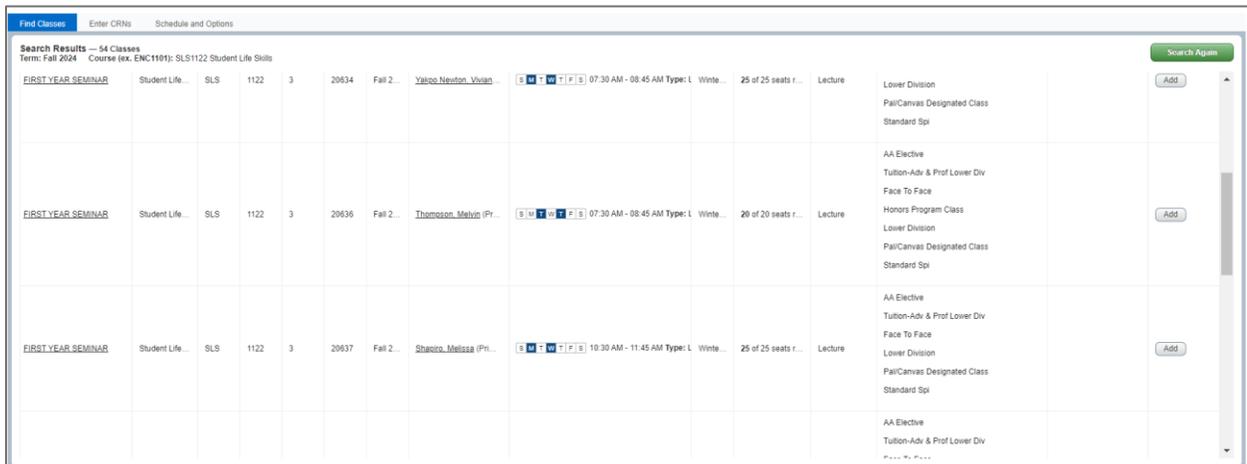
6. Next, you will see the registration page. There you can search multiple ways for classes and as you add them to your schedule you will be able to see them on your calendar to ensure that none overlap and work with your schedule (located on the lower left side). There is also a summary box that shows you the classes you add to your cart (lower right side). **Please note that to officially register for classes you must click the submit button.**



7. Use the top section to search a class by day and time, professor, instructional method among many other options. Once entered, click search.



8. Next, you will see all of your options for that class and can review them to find the one that works best for you.



9. To add a class to your cart, click the add button on the right side. Once you have added it you will see it listed below in your cart as well as on your calendar.

The screenshot shows a 'Schedule Details' window with a calendar for 'Class Schedule for Fall 2024'. The calendar has columns for Sunday through Saturday and rows for times from 11am to 6pm. Shaded boxes labeled 'FIRST YEAR SEMINAR' are visible on Monday and Wednesday at 11am. To the right is a 'Summary' box containing a table with the following data:

Title	Details	Hours	CRN	Schedule Type	Status	Action
FIRST YEAR SEMINAR	SLS 1122, 0	3	20637	Lecture	Pending	**Web Registered**

At the bottom of the summary box, it says 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999'. A 'Submit' button is located at the bottom right.

10. Once you have searched and added the classes you want, you will see them as “pending” in your summary box. Be sure to click the submit button to officially register for the classes.

This is a close-up of the 'Summary' box from the previous screenshot. The table shows the class 'FIRST YEAR SEMINAR' with a status of 'Pending'. The 'Action' column contains a dropdown menu with the option '**Web Registered**'. At the bottom right, a yellow 'Submit' button is visible.

Title	Details	Hours	CRN	Schedule Type	Status	Action
FIRST YEAR SEMINAR	SLS 1122, 0	3	20637	Lecture	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

11. Once you have clicked the submit button, you will see that the pending status has updated to registered.

This is a close-up of the 'Summary' box after clicking the submit button. The status of the class 'FIRST YEAR SEMINAR' has changed from 'Pending' to 'Registered' (highlighted in green). The 'Action' column now shows 'None'. The 'Submit' button is still present at the bottom right.

Title	Details	Hours	CRN	Schedule Type	Status	Action
FIRST YEAR SEMINAR	SLS 1122, 0	3	20625	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 999,999,999