1. **Log In To www.my.cwu.edu**
   - Log in
   - Go to the Student Tab
   - Under "Enrollment" on the left navigation bar, select "Add Classes"
   - Launch "My Scheduler" to easily plan your class schedule

2. **Launch "My Scheduler"**
   - Select “Click Here” button to open MyScheduler
   - If asked, please make sure to enable pop-ups.

3. **Add Courses**
   - To take next term

4. **Add Breaks**
   - To block off times for no class

5. **Generate All Possible Schedules**

6. **View**
   - To see each schedule

7. **Send To Shopping Cart**
   - From the "View" screen, click the "Shopping Cart" button to begin registration!
**My Scheduler Checkout**

8. **Import Cart**
Add the selected schedule to your shopping cart

9. **Verify Courses**
Verify the selected courses and click “Next”

10. **Continue Registration Process**
Select “Proceed to Step 2 of 3” to continue registering

11. **Finish Enrolling**
Once you have verified your schedule, select “Finish Enrolling” to finalize your registration

12. **Success!**
Green checkmarks indicate successful enrollment. Any errors are displayed with an instructional message and red X.