STEP 1 - Below are instructions to sign into Student Planning
   a) Click on this link to get to Student Planning https://myaccount.highpoint.edu
   b) Bookmark the link
   c) Enter your HPU username and password
   d) Click Sign In

STEP 2 - Below are instructions to select sections for the spring 2017 term
   a) Click on Student Planning
   b) Wait for your program data to load (could take 10-20 seconds)
   c) Click on My Progress to select courses from the requirements tables
   d) Locate and click on the course name needed to fulfill requirement
   e) Locate and click on View Available Sections (orange bar) of the section of interest
   f) Select the section of interest and click Add Section to Schedule
   g) Repeat for all requirements you intend to fulfill in that term
   h) Click Plan & Schedule
   i) Click the arrow to the right to select 2017 Spring Undergraduate
   j) Verify sections do not overlap and if they do, select a different section (gray box on the left hand side of the screen that reads, View Other Sections)

STEP 3 – Below are instructions to select sections for the spring 2017 term using the course catalog
   k) Click on Student Planning after logging in
   l) Click on Course Catalog
   m) Locate and click on the subject of interest
   n) Locate and click on View Available Sections (orange bar) of the section of interest
   o) Select the section of interest and click Add Section to Schedule
   p) Repeat for remaining spring 2017 sections
   q) Click Plan & Schedule
   r) Click the arrow to the right to select 2017 Spring Undergraduate
   s) Verify sections do not overlap and if they do, select a different section (gray box on the left hand side of the screen that reads, View Other Sections)

STEP 4 - Below are the instructions to submit your spring 2017 schedule to your advisor for review
   a) Click on the tab called Plan & Schedule
   b) Click on the tab called Advising
   c) Compose a note to your advisor(s), if needed
   d) Click Request Review (upper right hand corner)

STEP 5 – Meet with your advisor

STEP 6 – Below are the instructions to register on your Registrar assigned date and time (important)
   a) Sign in to Student Planning at https://myaccount.highpoint.edu
   b) Click on Student Planning
   c) Wait for your program data to load
   d) Click on Plan & Schedule
   e) Click on Schedule
   f) Click the arrow to the right to select 2017 Spring Undergraduate
   g) Click on Register Now - Once you have successfully registered for your courses, they will turn GREEN and have a check mark in the left corner of the course box.

Important: If you do not see the green box, YOU ARE NOT REGISTERED!

If you have any trouble, please contact the Helpdesk at x4357.