How to Register Online at Baker University

1. Do you have a MyBaker Portal account?
   a. Yes – login to your account and go to My Academics.
   b. No – to www.bakerU.edu, click on School of Education, Current Students, My Baker Portal, Student Portal Homepage. First time users select Create a New Account and follow the directions.”

2. Once logged into MyBaker Portal - go to the “Academics” tab and click on Online Registration.
3. Select TERM and Click on *Begin Online Registration*

4. The next window will allow you to search for courses for the particular term you chose above.
5. Once you find a course – click on the (+) sign to open up various sections that are available.

6. To select the course and section you want to take – click on the green (+) sign. This will add it to your selected courses tab.
7. When you have selected all the courses you want and you see them in the *Selected Courses* section. Click on *Proceed to Final Step*.

![Selected Courses]

8. The following page is a review of your selected courses – click *Register/Drop Courses* to finish the process. If you do not click on this button you will NOT be enrolled in the courses you selected.

![Register/Drop Courses]

9. NEXT is PAYMENT – Close the online registration window and click on My Account.
10. Click on **Make Payment Online**

11. Follow screen prompts to enter your credit card information and payment amount.

12. Once you see confirmation of payment – you are DONE!