MyBaker Online Registration

1) Students should go to the following the main page of the Baker website www.bakerU.edu, click on the “Portal” link located in the bottom-center of the homepage.

2) Once you have successfully logged in, click on the Academics button on left menu navigation.

3) Then click on the Online Registration button, below Academics.
4) Then scroll down a bit, and click Begin Online Registration (please disregard the reference in this document to Summer 2009 and other prior dates.)
5) A new window will appear with the course search functions and option to select courses.

6) Make sure “All Courses” is selected in the Display dropdown.

7) You can use the Code text field to enter section id’s of the courses you want to find.

8) Click on the plus sign to expand a course and see the various sections that are available.
9) From there, you can either click the green plus sign, or drag the hand down to the area below labeled Selected Courses.

10) Repeat until you have all the desired courses in the Selected Courses area of the web page. **** Please note that the system will not allow time conflicts to occur. ****

11) At any time you may click on the View Courses button next to Proceed to Final Step to view the schedule in a grid.
12) When you do have all the courses in the Selected Courses area you may now click on Proceed to Final Step. **Hint:** You do not have to select all of your courses at once. You may select one or more and then proceed to the Final Step to register for this/these particular courses and then go back to step #7 to select additional courses.

13) The following page loads, and you can click on Register/Drop Courses to finalize your enrollment. It is very, very important that you complete this step. If you do not click on the Register/Drop courses button, you will not get enrolled you’re your course selection(s)!

14) Make sure to review the page that loads after you click on the Register/drop Courses button to check and see if, for some reason, you were not put into any of the courses you selected.