



Registration Instructions for the New Legalease.

Reviewing, adding and dropping courses...

Click the "**Student Tab**" The Student Screen will appear. The **Course Schedules** portlet is located in the last column, to your right, under the All My Courses portlet. Look at the portlet closely. Please notice the **Alert, Current Term, and Holds** parameters. The Alert and Holds parameter contains information that pertain to the Current Term showing. To change the Current Term, click the Add/Drop Courses tab.

The **Course Schedules Add/Drop Courses** screen now appears. Notice the Term box. To change the Term, click the down arrow and choose the desired term. Notice the Division box. To change the Division, click the down arrow next to the Division. After selecting desired Term and Division, click the Course Search tab. The Course Schedules-Course Search screen will appear.

The **Course Search** screen now appears. Review the screen. Fill in the appropriate fields for the courses that you desire to add. Click the search tab when complete. The desired course will appear. Choose the desired course and add it. You can click the **My Account Info** tab at the bottom of the screen to display *account balances and the course and fee statement*.

 "**Look**"  **to your left. The quick tabs to your left allows you to quickly get Handouts for this course, read Announcements from the professor, email your Cousesmates(Collaboration) and more.**

Quick tabs to the **Course Information Page, Financial Aid, and the Student Accounts Page** is also available. On your left, at the bottom left-hand corner of your student page are global quick links to FASFA, Google, JMLS Email, JMLS Events, JMLS Homepage, LexisNexis, and Yahoo. These quick links are accessible throughout the *LegalEase site*.

To get back to the Student Page, click the Student tab at the top.