HOW TO USE MYNORTHEAST TO REGISTER

To start getting the answers you need, click on the MyNortheast icon located at the bottom of the Northeast State home page. Once you are logged on to MyNortheast, you will be able to access a variety of important information. Only students that have applied for admission can log on to MyNortheast.

- Type in your username which can be found by clicking on the Need to Know your Student ID or Username link just below the Security Access Login box
- Type in your password which is your six digit birthdate (MMDDYY). Please change once you login
- Click “Login”
- Click “no” on all pop-up screens as you navigate through the system
- To search and register for classes, click on the Student Services tab
- In the Registration Tools box, click on “Add or Drop Classes”
- Choose the term for which you want to register and click “Submit”
- Click on “Class Search” to look for course offerings
- Select the subject and click on “Course Search”
- Select the course you want and click on “View Sections”
- Click the box beside the CRN of the course you want and click “Register” at the bottom of the screen
- Click on the “Back to Student Services” link located at the top right of your screen
- To view your semester bill, look at the My Account box located at the bottom right of your screen
- To view your schedule of classes, click on the “How do I view and print my schedule” link located in the Registration Frequently Asked Questions box located on the top right of your screen
- Go to File at top of the screen and choose “Print” and “Print” to print your schedule
- Be sure to click “Logout” at the top right when finished

Where to go for General Student Information:

On MyNortheast you will find a variety of information right at your fingertips. Students have access to their semester grades, faculty advisor, holds on their record, account summary, personal financial aid information and much more. Students also have access to their unofficial transcript.

If you have questions, please direct them to the Office of Enrollment Services and Student Information (P201) or the Student Success Center (C2407).