1) go to vault.andrews.edu
2) click on "Registration Central" at the top just under the heading "Welcome to Vault"

3) log in with your Andrews username and password and follow the DUO two-factor authentication steps (If you haven't yet set up DUO, you can find instructions at www.andrews.edu/services/its/clientservices/2fa/)

4) select the semester you're registering for from the dropdown and then click "next"
5) You should then see a list of Registration Steps. You can complete each one by clicking on it and following the steps. To register for classes, click on, the second one that says "Enroll in Classes".

6) If it's the first time you're accessing the class registration for the academic year, you'll see a page with the Community Values Statement. You'll need to read through the statement and click on "Agree"

7) The following page will show you the contact information for each of your advisors. Under that information, click "register online".

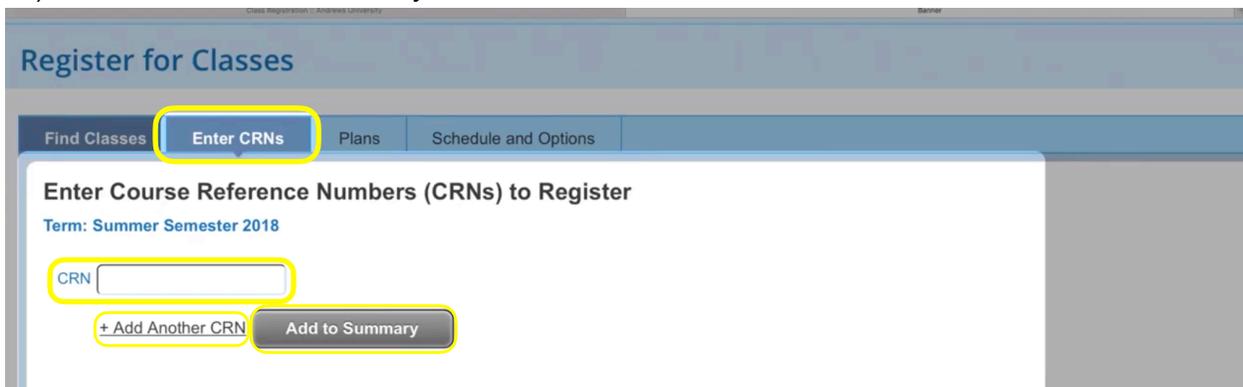8) Click "Register for Classes" in the next screen that appears.

9) In the next screen, click on the blank box under "Terms Open for Registration" to Select the semester you'd like to register for, then click "Continue"
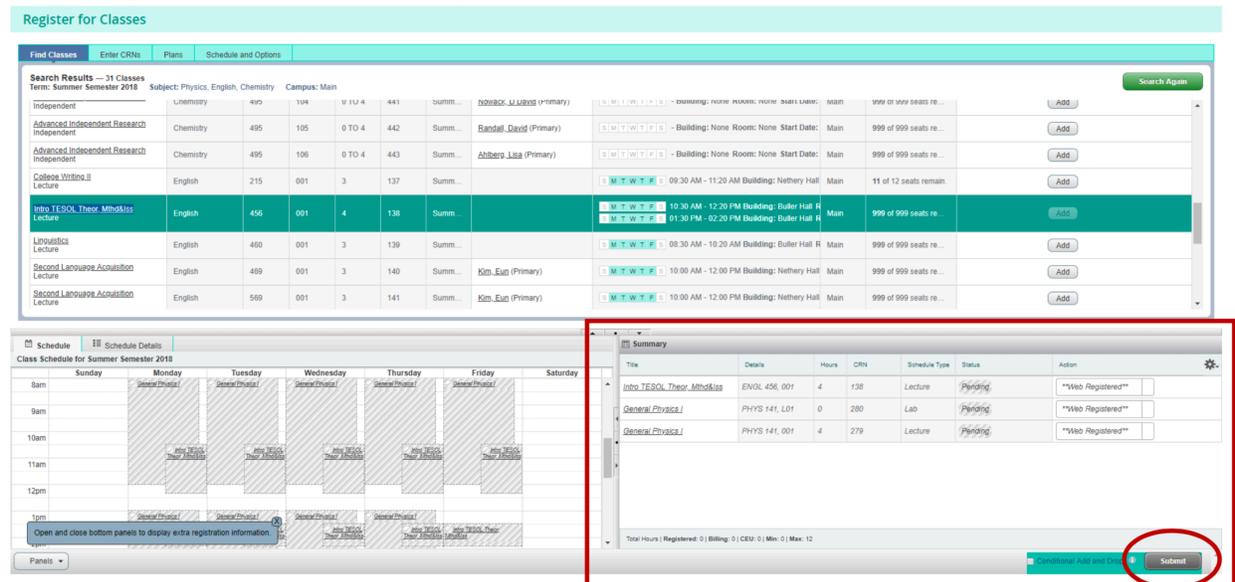

10) On the next page, under "Register for classes" there should be a bar that has several tabs, click on the second tab "Enter CRNs"
11) Enter the CRNs - the numbers in ( ) for each course discussed with your advisor. You'll need to enter each CRN for each course you're registering for. Click on "+ Add Another CRN" to add more than one CRN at a time.
12) Then click "Add to Summary"

13) The classes should now appear in the Summary box in the bottom right panel on the screen, with the status listed as "Pending" You'll also see a visualization of what your schedule will look like in the bottom left panel. If you're satisfied with the summary, click "submit" in the bottom right corner of the summary box.

14) The status on each of the courses should now say "registered" and be highlighted in green – this means that you are now successfully registered. If the status says "Errors Preventing Registration" and the course is highlighted in pink, it means that there's something preventing you from registering, you should also see a box at the top, right of the screen that lists more information about the errors. If you receive errors and can't resolve them easily, feel free to email me for help resolving the error.