Student Instructions for MyCIS Registration Request

Follow the instructions to request U of M credit in your CIS course(s).

Class Information:

High School	
Class Section [example: MATH 1371-701 (15687)]	
Instructor	
Term / Session of Registration (registration deadline) *select one**	○ Fall Year-long (enroll by Oct 15) ○ Trimester 1 (enroll by Oct 1) ○ Fall Sem 1 / Tri 1-2 (enroll by Oct 15) ○ Fall Trimester 2 (enroll by Jan 15) ○ Spring Sem 2 / Tri 2-3 (enroll by Feb 15) ○ Spring Trimester 3 (enroll by Apr 15)

*Registration requests must be submitted by the 'enroll by' date listed for the term/session your class is in.

Registration Request Instructions:

1. **Access MyCIS:** Please visit http://mycis.umn.edu/student and select Create a MyCIS Account and Registration Request. NOTE: If you already have a MyCIS account, log in with your MyCIS login information and go to Step 3: Course Selection. If you have trouble logging in, contact mycishelp@umn.edu – *Do not create another MyCIS account!*

2. **Account Creation:** Complete the Create MyCIS Account page by entering your demographic details. *Enter your email address carefully as this will become your MyCIS login.* Click Create Account and Select Classes. ***You will receive an email when your MyCIS account is created.*** NOTE: If you do not receive a MyCIS Account Creation Confirmation email, please contact mycishelp@umn.edu immediately.

3. **Class Selection:** On the Available Classes tab, select your High School from the dropdown menu. Select your assigned class and verify all Class Section information (see above), then click 'Add Selected'. If you are taking more than one CIS class--and have received class numbers from all CIS teachers--you may add additional classes. Once you have added all classes, please select 'Continue to My Schedule'.

4. **Confirm Schedule**: Review your My Schedule tab to verify U of M registration for the current term. If correct, click 'Confirm Schedule'. A Success! message will appear at the top of the page when you have finalized your schedule. NOTE: Classes in **Registered** status will appear on your official U of M record. To make changes to Registered classes, please visit the CIS Students website.

5. ***New Students*** **will receive two U of M email notifications**—one confirming that your MyCIS account has been created and a second with your U of M student ID# and MyU login instructions. *The "MyU" email message may take up to two weeks from the date you submitted your registration request through MyCIS.*

Need Help? Please email mycishelp@umn.edu.