BATES ONLINE REGISTRATION INSTRUCTIONS

FOR STUDENTS ALREADY IN THEIR PROGRAMS
Please contact your instructors for the courses you should register for.

FOR NEW STUDENTS ENROLLING IN THEIR PROGRAMS
Please contact your advisor for the courses you should register for.

1. Go onto the My Bates website at my.batestech.edu
2. Scroll down to “Quick Links”
3. Click “View Links”
4. Open “Class Schedule”
5. Select the appropriate Term you wish to register for and find the classes you have chosen with your advisor.

6. Write down the item numbers for each class you need to register for.

7. Return to “Quick Links” and choose Register for Career and Gen Ed classes.
8. Log in using your SID and PIN
   a. Your student ID will be the 9-digit number that your advisor or registration gave you
   b. PIN is your date of birth in specific format of 5- or 6-digits; 2 for month except Jan-Sept do NOT use the zero to start; 2 for birthdate; and 2 for year; i.e., 10101 or 103199.
9. Once logged in, click on the registration title.
10. Accept the policy acknowledgement, select quarter, and click Start Registration. You will be redirected to the registration portal.
11. The page will have you confirm your identity, if this information is not correct please contact registration at 253.680.7019
12. Click continue
13. In the pink column add the ITEM numbers, one item number per box
14. Click Submit/Add/Drop.
15. Once you have done that, the browser will refresh and show your schedule, please check to make sure all the information is correct.
16. Click finish at the bottom, below is a sample schedule on the registration page: