Adding a Class on MyUAlbany

- Go to MyUAlbany
- Student Log, using your user id and password, sign in
- After you’ve signed in at the top menu, select Academic button
- Go to menu bar on left under “Steps to Enroll”, click Enroll, Add or Drop select Add
- In the Class# box, enter your Class#
- Find Permission # window and enter Permission #
- Then scroll down and select Next
- Select Proceed to Step 2 or 3
- On the Confirm Classes Screen, Click Finish Enrolling

- Look for the big green check mark in the “Status Column” to be sure that the class was added successfully

All Set ONCE YOU’VE SUCCESSFULLY ADDED YOUR CLASS ON MYUALBANY YOU MUST SIGN INTO BLACKBOARD TO ACCESS THE RSSW COURSE

- READ SYLLABUS!
- READ ALL EMAILS FROM BLACKBOARD, THEY ARE IMPORTANT!

HARDCOPY OF TIMESHEET & SUPERVISOR EVALUATION TURNED INTO SS112 (CPSP OFFICE)