Enroll into Classes

From the Home page of Stout’s website go to the "Logins" tab at the top of the page to get to Access Stout. Then, Select "Access Stout" in the "Personal Accounts" category.

NOTE: Make sure that your web browser enables pop-ups from this site.

Log in to Access Stout with your User ID and Password.

1. Login
2. Select Self Service
3. Select Student Center.

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4. Select Enroll

In the category **Academics**, select **Enroll**.

Make sure to clear all holds before enrolling into classes.

5. Check Holds

Choose the term you wish to register for and select **Continue**.

6. Choose Term

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2011</td>
<td>Undergraduate</td>
<td>UW-Stout</td>
</tr>
<tr>
<td>WinTerm 2012</td>
<td>Undergraduate</td>
<td>UW-Stout</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>Undergraduate</td>
<td>UW-Stout</td>
</tr>
</tbody>
</table>
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Choose **Class Search** and select **search**.

Within the drop-down menu **Course Subject** choose the subject you are searching for and select **Search**.

Choose a section and click within that section **select class**.
Enroll into Classes

Pay attention to the prerequisites, class notes, etc.

To add this course to your shopping cart, select Next.

You receive a confirmation that this class is added to your shopping cart.

1. Select classes to add

To select classes for another term, select the term and click Change. If satisfied with your class selections, proceed to step 2 of 3.
Enroll into Classes

To continue the enrollment process, select **Proceed To Step 2 Of 3**.

Select **Finish Enrolling**.

You will receive a status report with a success or error message.