How to Self-Register for the “Introduction to OAKS for Students” course

Note: The **Self-Registration for SPEC Courses ONLY** tool for the **Introduction to OAKS for Students** course allows students to enroll themselves automatically into this course only (students will have to go through normal registration process to register for CoC courses). Once a student has filled out the self-registration form, they will then be added only to the “**Introduction to OAKS for Students**” course. This is a non-credit course, therefore, this course has been designed for students to learn and understand basic OAKS navigational functions and features.

**Important:**
You will only be allowed to self-register for the **Introduction to OAKS for Students** course. In order to register for other CoC courses, please click the link **Course Registration**.

Once you have registered for the “**Introduction to OAKS for students**” course, you will see the course available in the **My Courses** section of OAKS.

1. In OAKS, enter your **Username** and **Password** then click the **Log in** button.

2. In OAKS, select the “**Self-Registration for Student OAKS**” training course to register for the “**Introduction to OAKS for Students**” course.

**NOTE:**
You will ONLY be able to self-register for the “**Introduction to OAKS for Students**” course. If you need to register for other courses, you must follow the credit course process.
3. Click the “Introduction to OAKS for Students” link located on the Self-Registering Course Offerings page.

4. View Course Offering Information and the course Description.

5. Click Register.

6. Review the auto filled information on the Registration Form and click Submit.
7. On the **Confirmation** page, review the information.
8. Click **Finish**.
9. In the **Registration Summary**, select “Go to course offering Introduction to OAKS for Students”. This will take you to the course (**See screenshot below**).

10. You have been added to the “**Introduction to OAKS for Students**” course.