
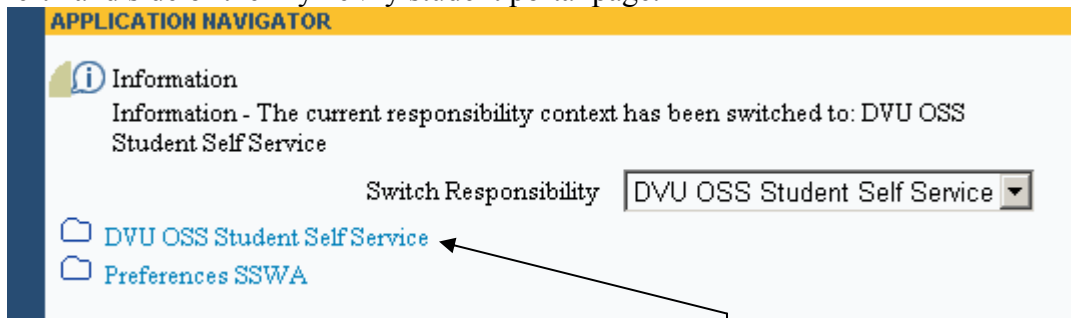


# HOW TO SCHEDULE YOUR CLASSES

1. Launch your internet browser or bring up the internet. 
2. Enter <http://my.devry.edu> in the address line.
3. At the DeVry University Welcome page, go to the login portion.



4. Enter the Username is the **Student ID** and Password should be the **YYYYMM** of Birthday, and then click the Login button.
5. If you are a first time user, you might be asked to change your password the first time you login. The new password must be at least six characters and one must be a number.
6. If you have changed your password and have forgotten it, you may click on the **Password Reset request** at the bottom of the screen. The help desk will send you your new password through your email in two minutes.
7. Once the Login is complete, locate the **APPLICATIONS NAVIGATOR** on the left hand side of the MyDeVry student portal page.




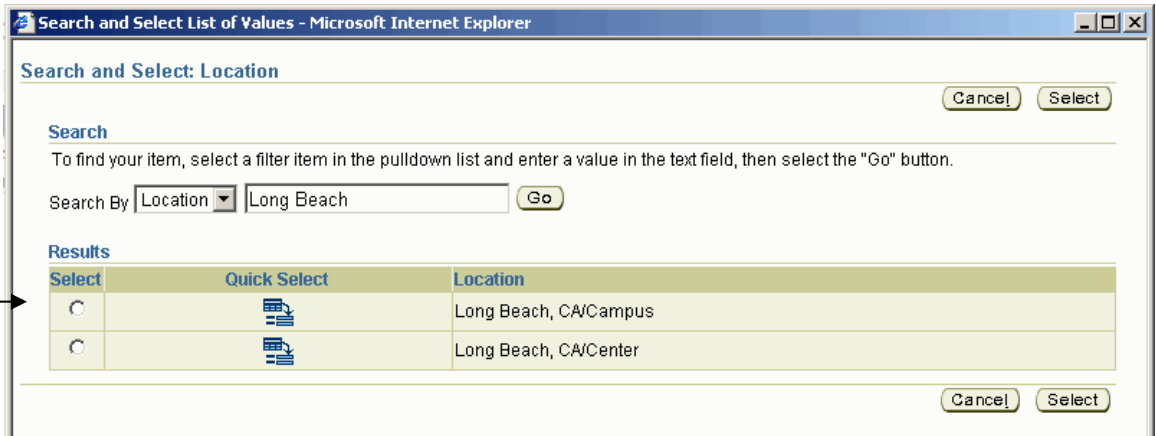
8. Click on the DVU OSS Student SelfService option.
9. Once the E-Business Suite comes on, click on the same option “DVU OSS Student SelfService” again on the left hand side, which should be highlighted.
10. Self Service will first take you through your personal information. Verify this information then click on the **VERIFIED** to access the Student Self Service Home page.
11. To add classes (a unit):
  - a) Click on **My Academic Information**.



- b) Click on **Enrollment Option** (on the top side of the page).

# HOW TO SCHEDULE YOUR CLASSES

- c) Enter the **Term Calendar** (Summer 05) Term
- d) Click on **GO**
- e) Click on **Advance Search**.
- f) Enter the **Unit Code (Math221)**, click on the Flash Light icon  or hit the Tab key. (If a window pops up, select course needed. Course A or H are not offered).
- g) Enter the **Location (Long Beach, CA/Campus)** or you can type *Long Beach*, hit the Tab key and select the location.



- h) Click **GO**.
- i) Scroll down to view the display courses.

Unit Code	Section	Location	Title	Teaching Calendar	Meeting Times	Credit Points	Class Status	Maximum Enrollment (Actual Enrollment)	Maximum Waitlist (Actual Waitlist)	Audit	Add To Enrollment Cart
MATH221	ACC_Y	DV LNG BCH	Statistics for Decision Making	Spring 05 Session B	Tue 06:30pm-10:30pm DV LNG BCH DV LNG BCH 227Steinberg, Michael V	4	Open Unit Section	36(16)	0(0)	<input type="checkbox"/>	<input type="button" value="Add To Enrollment Cart"/>

- j) To add the course of your choice, click on the **Shopping Cart icon** on the hand side of the course.
- k) Click **Add Another Class** and repeat steps 11 a-j.
- l) Once you have added all the classes you needed, click on **View Enrollment Cart**.
- m) Click on **Submit Enrollment Cart** (you will receive a confirmation message).
- n) Go to **My Schedule** and print two copies, so that you may submit one to registrar and one for your copy.

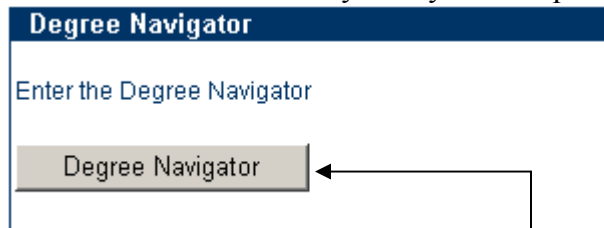
# HOW TO CHECK YOUR ACADEMIC PROGRESS



1. Launch your internet browser or bring up the internet.
2. Enter <http://my.devry.edu> in the address line.
3. At the DeVry University Welcome page, go to the login portion.



4. Enter the Username is the **Student ID** and Password should be the **YYYYMM** of Birthday, and then click the Login button.
5. If you are a first time user, you might be asked to change your password the first time you login. The new password must be at least six characters and one must be a number.
6. If you have change your password and forgotten it, you may click on the **Password Reset request** at the bottom of the screen. The help desk will send you your new password through your email in two minutes.
7. Once the Login in completed, locate the **DEGREE NAVIGATOR** on the right hand bottom side of the MyDeVry student portal page.



8. Click on the **Degree Navigator** Button.

# HOW TO CHECK YOUR ACADEMIC PROGRESS

- Another window will come on and you will need to click on the **Access Degree Navigator** button on the front page of the Degree Audit Service Page.



Welcome to the DeVry University Degree Audit Service

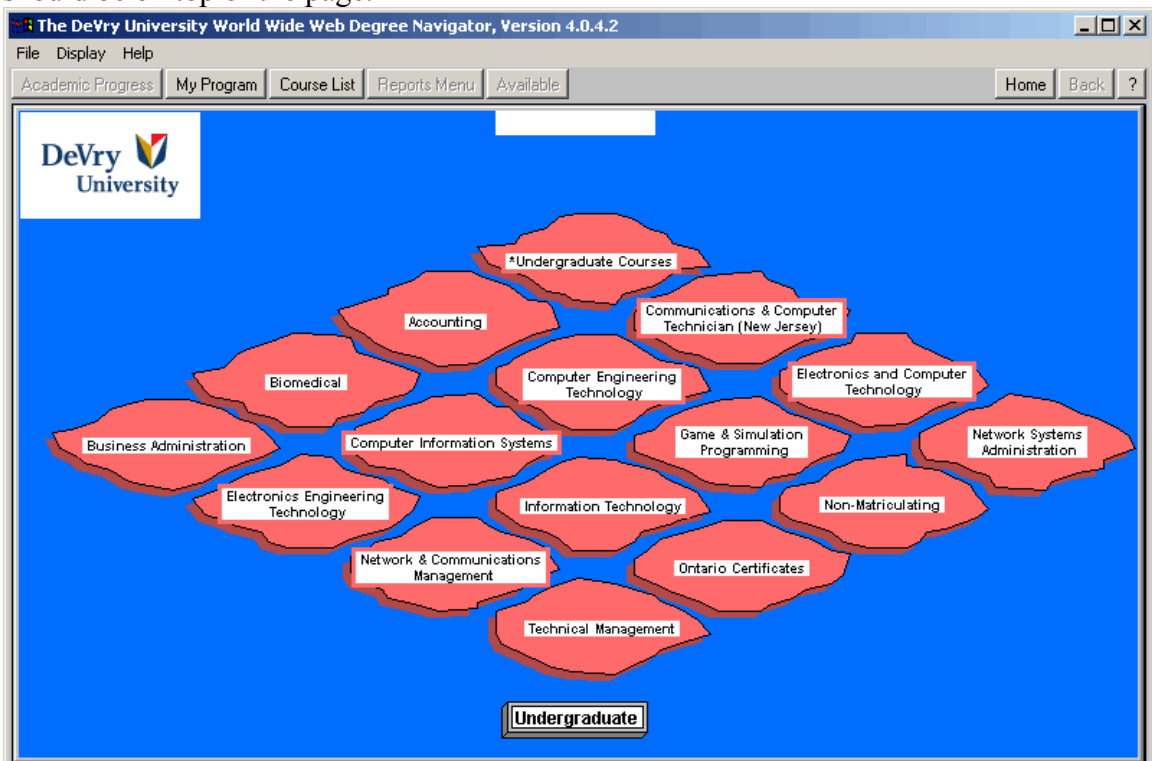
[Access Degree Navigator](#)

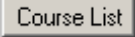
Statements of completion relate to academic requirements only and do not imply that financial or other graduation requirements have been met.


Information in Degree Navigator is updated on a scheduled basis and is subject to change. Information contained in this site may not be current at the time viewed.


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[Privacy Policy](#)

- The **World Wide Web Degree Navigator** window will appear and your name should be on top of the page.



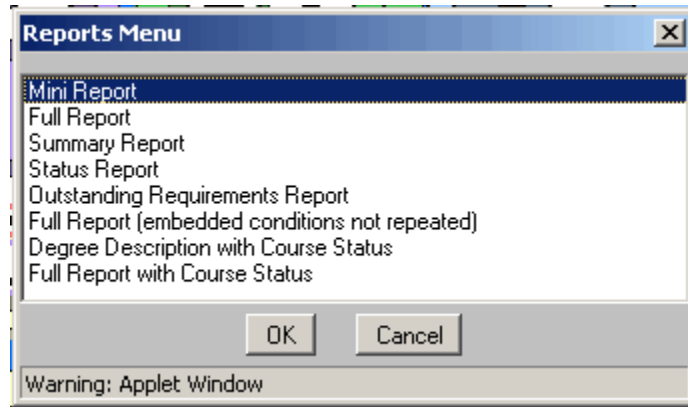
- To view what course you have completed or taking, click on the  button.


- If you want a copy of this report, click the Print Button .

- To view your overall course for your major, click on the  button.

# HOW TO CHECK YOUR ACADEMIC PROGRESS

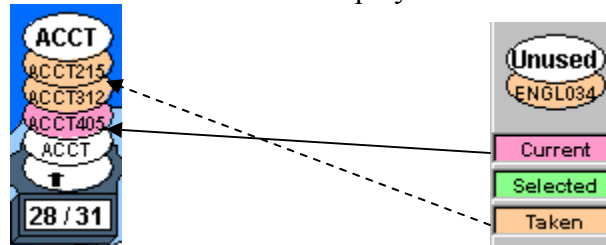
- a) To view a detail report on the courses you have taken, click on the **Reports Menu** button.
- b) Then click on the **Full Report with Course Status** at the bottom of the option window.



- c) Click **OK**.
  - d) Click the  button if you want to have a copy for your records.
13. To view your status on the units completed on your major, click on the

**Academic Progress** and the courses will display on the Islands.

- a) The courses on the islands will display like the one below.



- b) The far left side will explain what the colors mean.
    - i. The **PINK** means you are currently taking the course.
    - ii. The **GREEN** means you are enroll in the course.
    - iii. The **BEIGE** means you have completed the course.
14. If you have any question regarding the technical term, you may call the Help Desk at (562) 997-5511.

# HOW TO VIEW YOUR SCHEDULE



1. Launch your internet browser or bring up the internet.
2. Enter <http://my.devry.edu> in the address line.
3. At the DeVry University Welcome page, go to the login portion.

**DeVry University**  
Where Success Stories Begin.

Welcome to MyDeVry

WELCOME TO THE DEVRY UNIVERSITY INTRANET

Username

Password:

Forget your password? [Click here.](#)

**SYSTEM ANNOUNCEMENTS:**  
The system will be  
**Available 24/7**  
(Exception: Unavailable Sundays - 3 a.m. to 6 a.m. CST)  
There may be times the system will be unavailable for maintenance purposes

4. Enter the Username is the **Student ID** and Password should be the **YYYYMM** of Birthday, and then click the Login button.
5. If you are a first time user, you might be asked to change your password the first time you login. The new password must be at least six characters and one must be a number.
6. If you have change your password and forgotten it, you may click on the **Password Reset request** at the bottom of the screen. The help desk will send you your new password through your email in two minutes.
7. Once the Login in completed, locate the **APPLICATIONS NAVIGATOR** on the left hand side of the MyDeVry student portal page.

**APPLICATION NAVIGATOR**

**i** Information  
Information - The current responsibility context has been switched to: DVU OSS Student Self Service

Switch Responsibility

**DVU OSS Student Self Service**

Preferences SSWA

8. Click on the **DVU OSS Student SelfService** option.
9. Once the E-Business Suite comes on, click on the same option “DVU OSS Student SelfService” again on the left hand side, which should be highlighted.

# HOW TO VIEW YOUR SCHEDULE

10. Look to your left on the General List and click on any option you want to view.


A screenshot of a navigation menu with a light green background. The menu is organized into sections: 'General' (with sub-items 'Update Personal Information'), 'My Academic Information' (with sub-items 'Search for a Unit', 'Quick Add Units to Enrollment Cart', 'View Student Schedule', 'View Academic History', 'Check Special Permission Status', 'Check Audit Permission Status'), and 'Financial Information' (with sub-item 'View My Awards'). A circular callout box highlights the 'View Student Schedule' and 'View Academic History' options. Arrows point from these options back to their respective positions in the main menu.

11. Click on “View Student Schedule” and the semester terms that you are enroll or have enrolled will show up.


**Terms**

Details	Term
<a href="#">▶ Show</a>	Fall 03 Semester ( 27-Oct-2003 - 29-Feb-2004 )
<a href="#">▶ Show</a>	Spring 04 Semester ( 01-Mar-2004 - 20-Jun-2004 )
<a href="#">▶ Show</a>	Summer 04 ( 05-Jul-2004 - 24-Oct-2004 )
<a href="#">▶ Show</a>	Fall 04 Semester ( 25-Oct-2004 - 27-Feb-2005 )
<a href="#">▶ Show</a>	Spring 05 ( 28-Feb-2005 - 19-Jun-2005 )



12. Click on the  so that the detail of that semester will expand and you may view your classes for that semester term.

13. If you want to view your grades, click on “View Academic History” on the General List. Again the terms will show up and you get to pick the terms you want to view.

14. Click  to get a copy of your grades or class schedule.