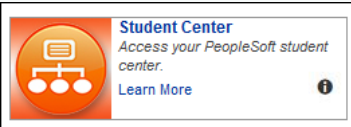


Schedule Planner

START

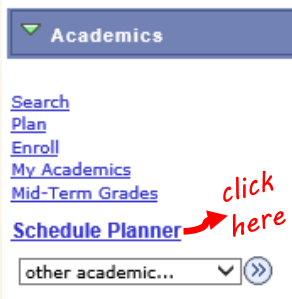
MY.PITT.EDU>
Student Center>
log in



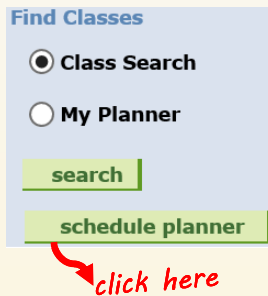
STEP ONE

TWO WAYS TO ACCESS IN PEOPLESFT

1 Self Service >
Student Center >
Schedule Planner
link



2 Enrollment >
Enrollment: Add
Classes > Schedule
Planner button



OPEN SCHEDULE PLANNER

Click the Open Schedule Planner button. This launches Schedule Planner in a new window.

YOU MUST HAVE POP-UP BLOCKERS DISABLED TO OPEN SCHEDULE PLANNER

STEP TWO

You will be prompted for your Term and Campus when Schedule Planner opens. You can also edit them from the main page.

Select Term

Term

Summer Term 2016-2017

Select Campus

- Select All Campuses
- Bradford Campus
- Greensburg Campus
- Johnstown Campus
- Pittsburgh Campus
- Titusville Campus

STEP THREE

On the Schedule Planner main page, navigate to Courses and click Add Course. Search for the courses you want to take or import them from the My Planner tab.

Courses

+ Add Course

On the main page, navigate to Breaks and click Add Break.

Breaks

+ Add Break

Select your desired courses and breaks and click Generate Schedules.

Schedules

Generate Schedules

If you have already registered for a class, it will display in the Shopping Cart on the main page. Check to include or exclude it from your schedule. THIS WILL NOT AFFECT YOUR ENROLLMENT.

Click View to see a schedule's details.

View 1

To choose a schedule to send to PeopleSoft, click Send to Shopping Cart from the View screen.

Send to Shopping Cart

THIS CLOSES SCHEDULE PLANNER AND RETURNS YOU TO PEOPLESFT

STEP FOUR

From PeopleSoft, return to the Student Center > Enrollment and click on the Import Cart button to bring over the classes from Schedule Planner.

Click here to import cart

Click **import cart** to continue with registration.

COMPLETE YOUR ENROLLMENT IN PEOPLESFT

Click Next for each class from Schedule Planner that you wish to register for. From the Register and agreement to pay (Promissory Note) screen, click Accept Terms and Register.

ACCEPT TERMS AND REGISTER

The next screen, View Results, will show the status of your enrollment in the courses.

Enrolled in a lab or recitation and want to change sections? Drop the lab/recitation and its lecture in PeopleSoft before clicking Send to Shopping Cart in Schedule Planner, otherwise the Import Cart button will not display.

**FOR SCHEDULE PLANNER TRAINING VIDEOS AND OTHER RESOURCES VISIT:
WWW.REGISTRAR.PITT.EDU/SCHEDULE_PLANNER.HTML**