Steps to Register on MyFlagler

1. Access MyFlagler, Flagler College’s Web Portal, using the following link: https://my.flagler.edu/ics/.

2. Login to the site using your Flagler College username and password. (The same username and password you use to login to your Flagler email.)

3. You will need to go to the Registrar’s page to register for classes. You can find the Registrar’s page by clicking on the Academics tab and then clicking on the link for the Registrar. OR by clicking here https://my.flagler.edu/ics/Academics/Registrar/. OR you can go to www.flagler.edu/registrar, click on the New Student Pre-Registration and click on the link for Course Search on MyFlagler.

4. Click on the Course Search link. **Change the term to 2013-2014 Fall Semester**

5. To search for a course, enter supporting information such as Title or Course Code or use the drop-down box to the right of Department and choose the department of study. You can also narrow down your search by course number range, day of week the class meets and start time of classes.

6. Click Search. (You may also click search without any information, this will bring up the listings of all the courses offered.)

7. A list of matching courses will display in the Search Results screen. TIP: Click on the course code to find out more detail about each course. This will also bring up if there are any prerequisites you need for the course.

8. When you find the desired course, check the Add box to the left of the course in the Search Results screen.

9. Scroll to the bottom of the screen and click the ADD Courses button to add the selected course to your semester schedule.

10. A message will display confirming the course has successfully been added and the newly added course will reflect on your schedule.

11. Repeat steps 5 through 9 to sign up for additional classes that have been approved by your advisor for the upcoming semester.