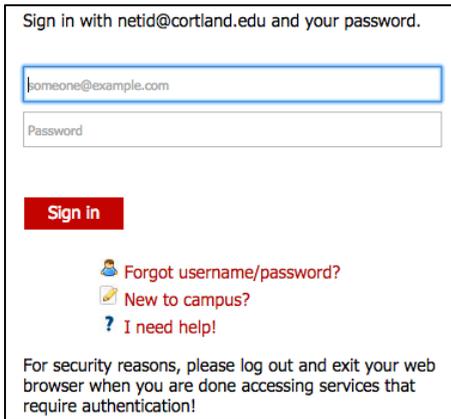# Registering at Cortland

Using myRedDragon to Register Online

1. Enter your username and password on the login page. If you do not have a password, or you are unable to access the portal, contact The Help Center at 607-753-2500 or via THC@cortland.edu.

Sign in with netid@cortland.edu and your password.

someone@example.com

Password

Sign in

Forgot username/password?
New to campus?
? I need help!

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

2. After you sign in, Select the "Student" tab and navigate to the Registrar Channel (on the left side of the screen).

SUNY Cortland

myRedDragon   Home   Tech Help   Library   Student

Registrar

Cortland eLearning System
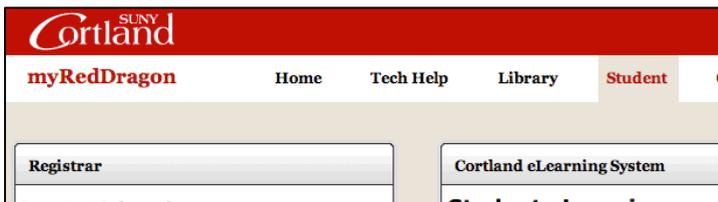
3. Select "Register or Drop & Add Courses" to begin registration.

4. Enter the CRN for each of your course selections in the "Add Classes Worksheet" area on the registration worksheet.

Add Classes Worksheet

CRNs

Submit Changes   Class Search   Reset

Registering at Cortland
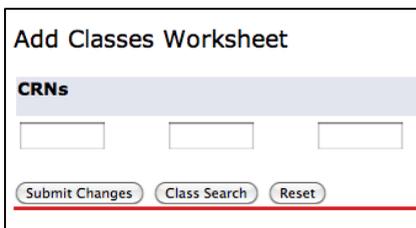
5. The CRN may be found on the searchable public schedule of classes. You may use any combination of attributes to search for courses using the public schedule (course prefix, course number, department etc...).

Search by academic department: All departments

Search by course prefix: All subject codes
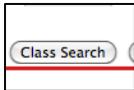
Search by course number:
- if you know the course number you may enter it, or you may leave this field blank.

6. Select "Submit Changes" after you have entered the CRN. Courses you have successfully registered for, and any errors that prevent a successful registration, will be displayed under the "Current Schedule" heading. Try to resolve your registration errors if possible. You may need to contact an academic department to seek permission to enter a course.

Current Schedule

Status	Action	C
Registered on Jul 22, 2011	None	9
Web Registered on Aug 24, 2011	None	9

Additional Search Tools

1. In addition to directly entering the CRN, you may also search for courses within myRedDragon by selecting "Class Search" at the bottom of the registration worksheet. You may use any combination of attributes and search fields to search for courses via the search screen (see below).

Class Search

Subject: All / Adolescence Education / African American Studies / American Sign Language

Course Number:

Title:

Schedule Type: All / Activity / Co-Operative Education / Directed Study

Instructional Method:

Credit Range: _____ hours to _____ hours

2. The search results page will let you select the course you would like to add to your schedule. If the course is open for registration, a checkbox will be available (see below). If the course is closed or unavailable you will see a "C" (closed) note, as opposed to a checkbox.

Sections Found

Arabic

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
☐	96113	ARA	101	001	C	3.000	Beginning Arabic I
☐	96114	ARA	201	001	C	3.000	Intermediate Arabic I

3. When you are complete, you may click "Register" to process course registration.

    Register

4. Courses you have successfully registered for, and any errors that prevent a successful registration, will be displayed. Carefully check your registration for accuracy.

Dropping (Removing) a Course

If you determine that you do not wish to take a course, or wish to replace a course with another, you may drop the course using the registration system online while the web remains open.

1. Select "Register or Drop & Add Courses" within myRedDragon.

2. On the resulting page, select the "Drop" function next to the course you wish to drop.

Action	C
None ▼	1

3. Press "Submit Changes".

    Submit Changes Cl
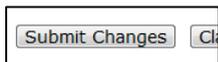
4. Be assured the course is removed when the page refreshed.