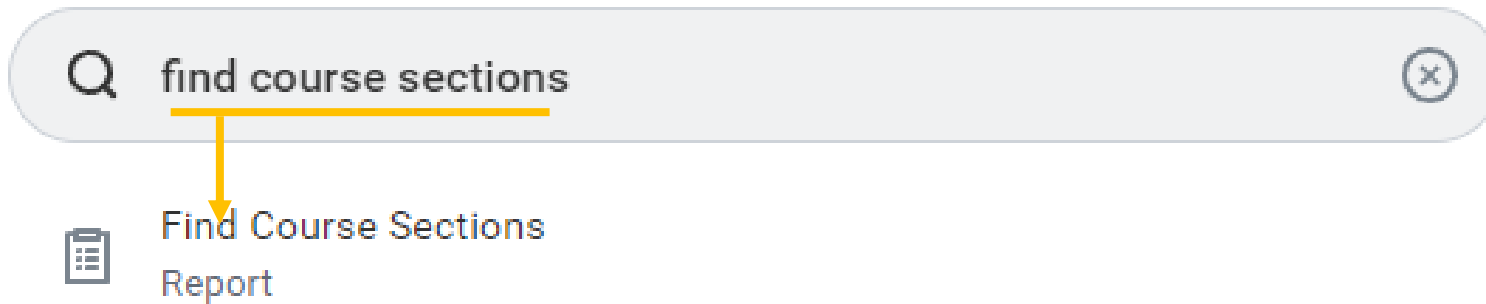


REGISTER FOR COURSES

6

- 1. In Workday, use the search bar at the top of the screen to search for and click the **Find Course Sections** task.



- 2. Choose an academic period in the **Start Date within** text box.
- 3. Select an **Academic Level**.
- 4. Click **OK**.

A screenshot of a dialog box titled "Find Course Sections". The dialog box has a white background and a blue border. It contains four input fields, each with a red asterisk indicating a required field. The first field is "Institution" with the value "The University of Akron". The second field is "Start Date within" with the value "2023 Fall(08/28/2023-12/10/2023)" and a red circle with the number "2" next to it. The third field is "Academic Level" with the value "Undergraduate" and a red circle with the number "3" next to it. The fourth field is "Campus Locations" which is empty. At the bottom of the dialog box, there are two buttons: "OK" (blue) and "Cancel" (white with a gray border).

- 5. Locate the section you would like to register for by using the filters in the **Current Search** section.
  - a. You can also use the **Search Field**.
- 6. When you've located the correct section, click the section title.
  - a. Tip: If you are planning to register for more than one class, you can right-click the section title and click **See in New Tab**. This will make it easier to get back to your current search screen without starting over!

**Find Course Sections** ☰ 👤

Institution    The University of Akron                      Academic Level    Undergraduate

Start Date within    2023 Fall(08/28/2023-12/10/2023)

Q search 5

> Saved Searches

<p><b>Current Search</b> <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">5</span></p> <p>Save    Clear All</p> <p>▼ <b>Subject</b></p> <p><input type="checkbox"/> English (188)</p> <p><input type="checkbox"/> Communication (140)</p> <p><input type="checkbox"/> Art (99)</p> <p><input type="checkbox"/> Mathematics (97)</p> <p><input type="checkbox"/> Biology (83)</p> <p><input type="text" value=""/></p>	<p><b>2437 Results</b> <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">6</span></p> <p><a href="#">ACCT 201-001 - Accounting Principles I</a> Accounting Principles I   Open Section Details (empty)</p> <hr/> <p><a href="#">ACCT 201-002 - Accounting Principles I</a> Accounting Principles I   Open Section Details (empty)</p> <hr/> <p><a href="#">ACCT 201-003 - Accounting Principles I</a> Accounting Principles I   Open Section Details (empty)</p> <hr/> <p><a href="#">ACCT 201-005 - Accounting Principles I</a> Accounting Principles I   Open</p>
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7. Click Register.

**Note:** If there is something that will prevent you from registering for the class, such as a missing prerequisite or time conflict, click **Troubleshoot** for more information.

**View Course Section** ACCT 201-001

Course ACCT 201 - Accounting Principles I  
Academic Period 2023 Fall (08/28/2023-12/10/2023)  
Status Open  
Start/End Date 08/28/2023 - 12/10/2023  
Grading Basis Audit  
Credit/No Credit  
Graded  
Units 3 Units

Add to Saved Schedule

**7**  
Register

8. Verify the information on the next screen.
9. If everything looks correct, click **Register**.

Course Listing ACCT 201 - Accounting Principles I

Description Prerequisite: 24 hours of college credit. Introduction to accounting principles including accounting for revenues, expenses, assets, liabilities, equity, accounting standards and financial statements. (Formerly 6200:201)

Eligible

**Lecture**

6 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input checked="" type="checkbox"/>	ACCT 201-001 - Accounting Principles I	<input checked="" type="checkbox"/>	Open	08/28/2023	12/10/2023	In-Person			0	Unlimited	0
<input type="checkbox"/>	ACCT 201-002 - Accounting Principles I	<input checked="" type="checkbox"/>	Open	08/28/2023	12/10/2023	In-Person			0	Unlimited	0
<input type="checkbox"/>	ACCT 201-003 - Accounting Principles I	<input checked="" type="checkbox"/>	Open	08/28/2023	12/10/2023	In-Person			0	Unlimited	0
<input type="checkbox"/>	ACCT 201-005 - Accounting Principles I	<input checked="" type="checkbox"/>	Open	08/28/2023	12/10/2023	In-Person			0	Unlimited	0
<input type="checkbox"/>	ACCT 201-770 - Accounting Principles I	<input checked="" type="checkbox"/>	Open	08/28/2023	12/10/2023	Online Asynchronous			0	Unlimited	0
<input type="checkbox"/>	ACCT 201-E2E MTP2 R2 P09 - Accounting Principles I	<input type="checkbox"/>	Open	08/28/2023	12/10/2023	In-Person	TTh   6:45 PM - 8:00 PM   CBA 101	Julianne Jones	3	1	3

Grading Basis \* Graded

Units 3

Unit Type Units

Register

Cancel