Course Registration & Action Item Processing

- Log into my.fairfield.edu

- Search ‘registration’, click the Course Registration task

- From the Registration page, click Register For Classes link

- You will be prompted to enter your Net ID/password for a second time.

- If you have not completed your Action Items (Promissory Note and Payment Method), you will be prompted to do so. Click Continue on the first pop up message.
- Click the **Dismiss** button in the top right message box.

![Dismiss button image]

- From the Action Item Processing home page, click the purple **“Pending”** button. This will display the Promissory Note.

![Promissory Note image]
- Read the **Promissory Note** thoroughly.

![Promissory Note]

- When finished reading, click **Accept**.

![Accept]

- If you are prompted to select payment options, click the **Payment Options** button.

![Payment Options]

- Select one or more payment options and click the **“Click here to see terms of selected Payment Options”** button to read more.

- Once you make your final payment option selections, check the box to confirm that you accept the terms and conditions.
- Click **Agree** to complete the Action Items.

- You will be redirected to the Action Item Processing home page. Note the green “**Completed**” button to the right. This notates that your Action Items are complete.
- The message in the box to the right will instruct you to close the current tab you are to go back to College Scheduler. **This does NOT apply at this time.** Close the tab labeled “Banner” (Action Item Processing).

![Banner tab](image1)

- You should then be viewing the **“Service Discovery”** tab (my.Fairfield), click the task labeled **Course Registration** as you did before.

![Service Discovery tab](image2)

- Click the **Register for Classes** link to proceed with registration as usual.

![Register for Classes](image3)
Questions?

<table>
<thead>
<tr>
<th>Questions</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration, Course Information, Schedules</td>
<td><a href="mailto:registrar@fairfield.edu">registrar@fairfield.edu</a>&lt;br&gt;203-254-4288&lt;br&gt;www.fairfield.edu/registrar</td>
</tr>
<tr>
<td>Promissory Note, Payment Options, Billing</td>
<td><a href="mailto:bursar@fairfield.edu">bursar@fairfield.edu</a>&lt;br&gt;203-254-4095&lt;br&gt;www.fairfield.edu/bursar</td>
</tr>
<tr>
<td>Technical Issues</td>
<td><a href="mailto:itshelpdesk@fairfield.edu">itshelpdesk@fairfield.edu</a>&lt;br&gt;203-254-4069&lt;br&gt;Submit a ticket via my.Fairfield.edu</td>
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</tbody>
</table>