How to Register (Add/Drop) Online Using my.pratt.edu

1. Go to the web address mypratt by entering:  https://my.pratt.edu
2. Log in with your onekey username and password in the upper right hand corner.
3. Click on Academic Tools.
4. Then click on Academic Tools again to open the application in a new window.
5. Now in your new window click on Students.
6. In the student menu click on Create/Add to Worksheet, under course planning.

7. You now want to confirm your Program and click submit.

8. You can now begin to create your worksheet by selecting the appropriate options using the drop-down menu, (subject, course level or course number). When you’ve entered your subject, course level or course number click submit to get your results.

9. In the Search Results you will get a list of courses to choose from, to add to your worksheet. Select your course or courses by clicking in the “Select Course” box and choose the term you plan to take to course using the drop-down menu then click submit. You may search for desired courses either by subject or department. If you do not have a course level or course number all courses in the subject will appear in your search.
10. At this stage you choose the courses and the planned term and you can choose to add more courses to your worksheet by clicking on Create/Add to Worksheet and repeat this process or if you’re finished selecting, contact your academic advisor to request approval of the courses you’ve chosen. To contact your Academic Advisor for approval click “Contact Advisor(s)”. 

11. Make sure that the “Send To” box is checked of the Advisor you wish to email. In some cases you will have more that one Advisor listed so you may choose to email all of them or just one. You can also choose to include additional email addresses if necessary. Fill in your subject and email text then click submit to send your email. Once your Advisor receives your email he or she will then approve your course or courses and email your back with the go ahead to register.

Please note that you may have to contact more than one advisor or Department for approval of courses that is outside your major.
12. Now that your courses have been approved you are ready to register. In the Student Menu select “Register from My Worksheet”.

13. Confirm your academic program and click submit.

14. You are now ready to find sections of the courses you’ve been approved to take. Click the “Find Sections” box of the courses you plan to take (put a check mark in the box) and click submit to get a list of sections available.

15. This is a list of all sections available for your selected courses. Review the list of sections paying special attention to the location of the course, the meeting information and the status of the course (open or closed). You can only register for courses that have a status of open. Select the course or courses that best fit your schedule and that you would like to register for at the moment. On the left hand side under the select column put a check mark in the box on the line that corresponds with your class. Next click submit to continue the registration process.
You're finally ready to register for the section you've just selected. To register click the drop down menu under the Action column select “RG Register” then click submit. If you change your mind about a class you may choose “Remove From List” on the same drop down menu.

You will then get a Registration Results page for review of what you're registered for. Please look over the results then click OK.
Congratulations, you’ve now successfully completed the registration process!

Back at the Student Menu you can print your class schedule listed under “My Courses” or you can view or print or pay your tuition bill listed under “Bursar”.