1. **LOG INTO YOUR ACCOUNT**
   
   vandalweb.uidaho.edu

2. **SELECT THE STUDENTS TAB**
   
   Click on Schedule Planner

3. **SELECT TERM & CAMPUS**
   
   Only active terms are visible

Schedule Planner opens with filters for Course Status, Instruction Modes, and Parts of Term at the top.

Limit courses to only those with open seats or include those with waitlist openings.

Choose specific parts of term (Full vs Early or Late 8 week) or instruction modes.

4. **ADD COURSES**
   
   Search Subject, Instructor, & Attributes

5. **ADD BREAKS**
   
   Include work, lunch, naps, & practices

6. **GENERATE SCHEDULES**
   
   Every combination is listed

7. **VIEW & COMPARE**
   
   Hover over magnifying glass to preview.
   Open to view schedule detail.
   Check boxes to compare 2-4 schedules.

Like part of a suggested schedule?
Lock course sections with the padlock.
Future schedules will contain the locked section.

Have a few favorite schedules?
Use the heart icon to name your favorites.
They appear in your Favorites tab.

Too many choices?
Select a course’s option button to view sections.
Use the checkboxes to limit which sections are enabled when generating schedules.

Questions? Contact the Registrar’s Office at (208) 885-6731 or registrar@uidaho.edu
**AVOID SURPRISES:** check your choices before you submit!
Changes may occur while your selection is in the cart. Like any online cart, nothing is final until you click Submit.

8 **CONSULT YOUR ADVISOR**
Decide which schedule to start with and which to keep in reserve if a class is full.

9 **SEND TO CART**
In View mode, click Send to Shopping Cart.

10 **BEGIN REGISTRATION**
If your registration time is already open, Send to Shopping Cart takes you to select the desired Term.
Select Add All on the Cart and Plans tab. Click Submit.

You are successfully registered when you see a green Registered status next to each course.

Waiting to register? Once your registration time opens go to:
Students > Registration: Add/Drop Classes > Register for Classes

Friends Don’t Let Friends Schedule by Hand
The fastest way to register? An approved Degree Audit plan & Schedule Planner’s Shopping Cart.

**Prepare:** Work with your advisor to set an approved plan in Degree Audit. Many majors have 4-year plans ready to simplify course selection.

Pull the approved plan into Schedule Planner by clicking on the link in the box under Courses. Or Select + Add Course to be taken to the Degree Audit Plans tab under Add Courses for....

Choose Select All or use the checkboxes to edit which courses to include.

Build your schedule. Send it to your cart (Step 9, above). Wait for Registration Day.

Click Submit to Register