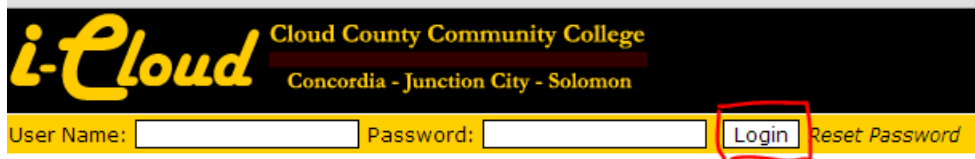
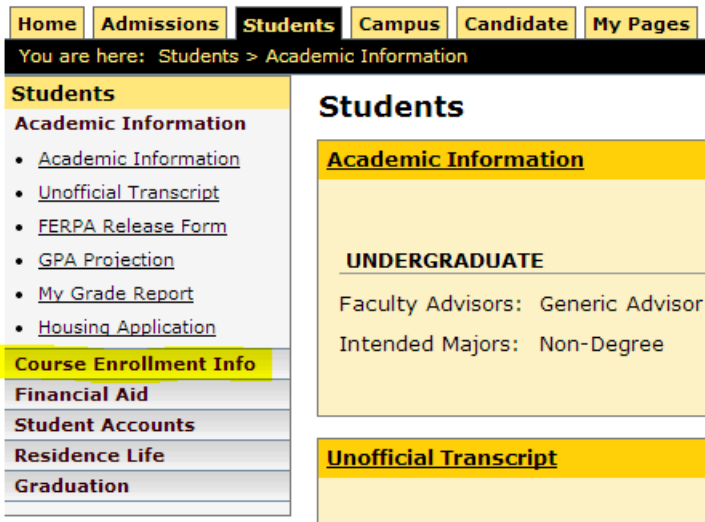


# iCloud Enrollment Guide

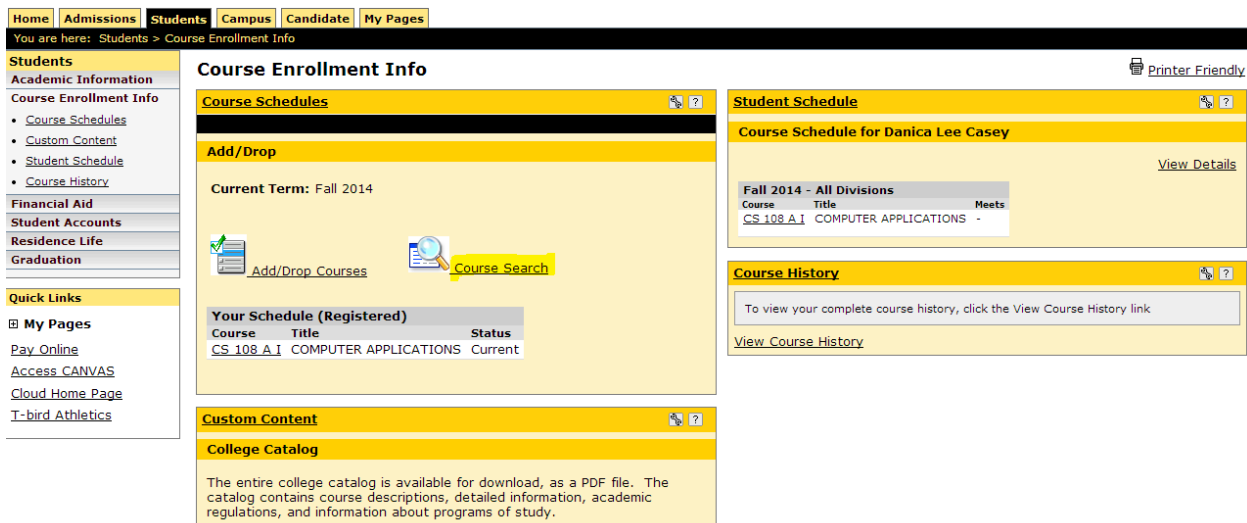
1. You can access the iCloud site at <https://icloud.cloud.edu/ics/>
2. At the iCloud login screen, enter your username and password, from the e-mail you received from Cloud after you applied for admission, and click the Login button.



3. With a successful login, students gain access to different 'tabs' or sections of the iCloud site. The 'Students' tab is the focus of this guide. Click the 'Students' tab to load the Students page.
4. In the 'Students' tab, look in the left navigation list for 'Course Enrollment Info', click the link to load the 'Course Enrollment Info' page.



5. In the 'Course Enrollment Info' page, students can access their current class schedule, view past course history, search for courses, and add or drop courses.
6. Click on 'Course Enrollment Info' and you will see the 'Course Search' link. To find the course(s) you would like to add click 'Course Search'.



If you do not see 'Course Search' you probably need to review/update your personal information before enrolling. Click on 'Complete the Personal Info Update form' in the add/drop portal to access the form if you are prompted.

7. The easiest way to find online classes is by doing a search based on 'Term' and 'Campus'. Select the Term you would like to enroll in and 'Internet Campus' from the drop down next to Campus and then click 'Search'.
8. A page of search results shows all courses whose campus is 'Internet'. You will notice most of the courses have a add box on the left side but some may not. If there is an add box by a course that means you are able to enroll in that course. Click on the box for the course(s) you would like to enroll in. Then click the Add Courses box at the bottom of the page.

**Course Enrollment Info**

**Course Schedules - Results**

Add/Drop > Course Search > Results

**Search Results**

Search Again Term:  Division:

Add	Textbooks	Course Code	Name	Faculty	Seats Open
<input type="checkbox"/>		AH 097 A I	***CERTIFIED NURSE AIDE- BARBARA ALEXANDER	Alexander, Barbara L Ball, JoDee	10/10
<input type="checkbox"/>		AH 097 B I	***CERTIFIED NURSE AIDE- - CYNTHIA MORAN	Moran, Cynthia Ann Ball, JoDee	10/10
<input type="checkbox"/>		AH 097 C I	***CERTIFIED NURSE AIDE- - DIANNA ZUKOWSKE	Zukowske, Dianna Lynn Ball, JoDee	10/10
<input type="checkbox"/>		AJ 100 A I	INTRODUCTION TO CRIMINAL JUSTICE		16/20
<input type="checkbox"/>		AJ 145 A I	AGENCY ADMINISTRATION	Ma, Alan H	19/20
<input type="checkbox"/>		AJ 207 A I	CRIMINAL PROCEDURES		17/20

9. After adding a course, you return to the Add/Drop Courses view. In this view, the courses you have selected will be listed. Courses already approved by your advisor are listed under “Your Schedule (Registered)”. If you have outstanding approvals, they are listed in the “Awaiting Advisor Approval” table.

Course Search

Your Schedule (Registered)						
Drop	Code	Title	Schedule	Location		
	<a href="#">BE 139 A I</a>	BASIC PERSONAL FINANCE		Internet Campus	To Be Announced	

Awaiting Advisor Approval						
Drop	Code	Title	Schedule	Location		Credits
	<a href="#">BE 154 A I</a>	BUSINESS LAW		Internet Campus	To Be Announced	TBA 3.00
	<a href="#">BE 155 A I</a>	MARKETING		Internet Campus	To Be Announced	TBA 3.00

! Advisor's approval is required for these courses before registration can be completed.

Cancel Selected Approval Request(s)

10. Repeat steps 8 and 9 for each additional course you wish to take. Once you have selected all your courses an advisor will have to approve them. You will receive e-mail notification once your courses have been approved or denied. When you select a course and it appears on your list a seat is reserved for you in the course.
11. Log out of your iCloud account when you are finished searching for courses.