1. You can access the iCloud site at http://icloud.cloud.edu.

2. At the iCloud login screen, enter your username and password.

3. Click the Login button.

4. With a successful login, students gain access to three different ‘tabs’ or sections of the iCloud site. The ‘Students’ tab is the focus of this tutorial. Click the ‘Students’ tab to load the Students page.
5. In the “Students” tab, look in the left navigation list for “Course Enrollment Info”.

6. Click the link to load a new page. 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.

7. Click the “Course Search” link.

8. Searching for courses is easy. You can search for the title, code, term, and department or division. Select “More Search Options” there is the option to search based on campus, the days the class meets, and instructor.
9. The easiest way to find online class is by doing a search based on ‘Campus’. Select ‘Internet Campus’ from the drop down and click ‘Search’.
10. A page of search results shows all courses whose campus is ‘Internet’. You will notice that some of the classes have a checkbox by them and some of them don’t. If there is a checkbox by a course that means you are able to enroll in that class. *Note: If you are using financial aid to pay for a course you must enroll in the semester long section of that course. Semester long sections are denotes by having an ‘S’ in the course number. Ex/ AG 132 SA I or CM 101 SA I. Year long sections have a ‘Y’ in the course number. Ex/ AJ 100 YA I or CM 101 YA I.

11. 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.

12. Repeat steps 8-14 for each additional course you wish to take. Once you have selected all your courses an advisor will have to approve them. Once your classes have been approved or denied you will be notified.

13. Log out of your iCloud account when you are done searching for courses.