Course look-up

ADVISORS

Ontario Tech
UNIVERSITY

Course look up

When you login and **select a term for Class Search > Continue**, you will then be prompted with the below message:
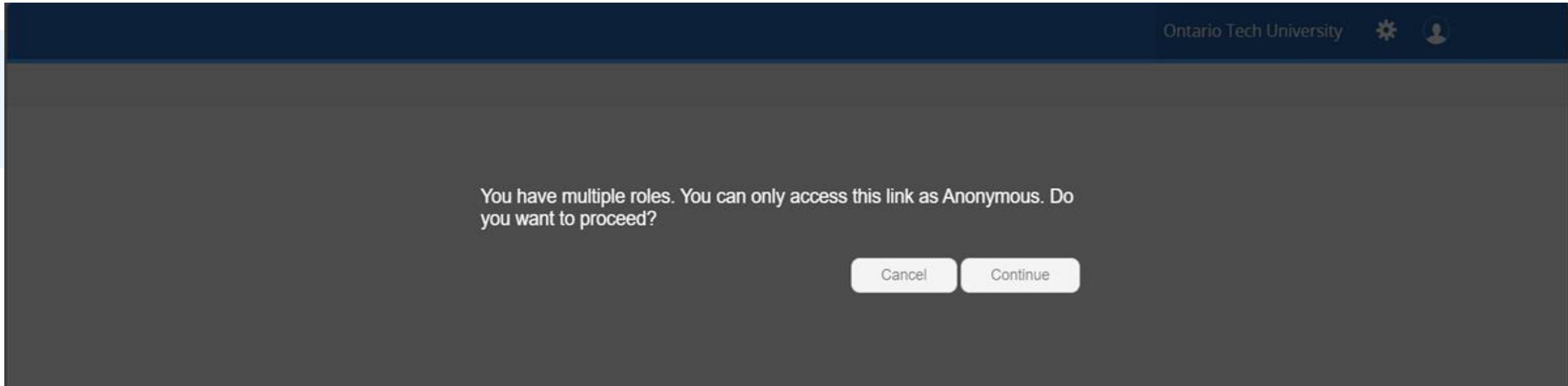
Course look up

If you have multiple roles in the system you can proceed with the following options:

Option 1:

1. Select **"Cancel"** and select the desired role.
2. Then, select "Look up classes to add". To confirm the role selected, on the Registration landing page select the person icon on the top right beside your name.

Ontario Tech University

Please select a role*

Your account has been assigned multiple roles. How would you like to begin?

- Faculty
- Advisor
- Faculty And Advisor

Remember you can switch between roles at any time.

Ok
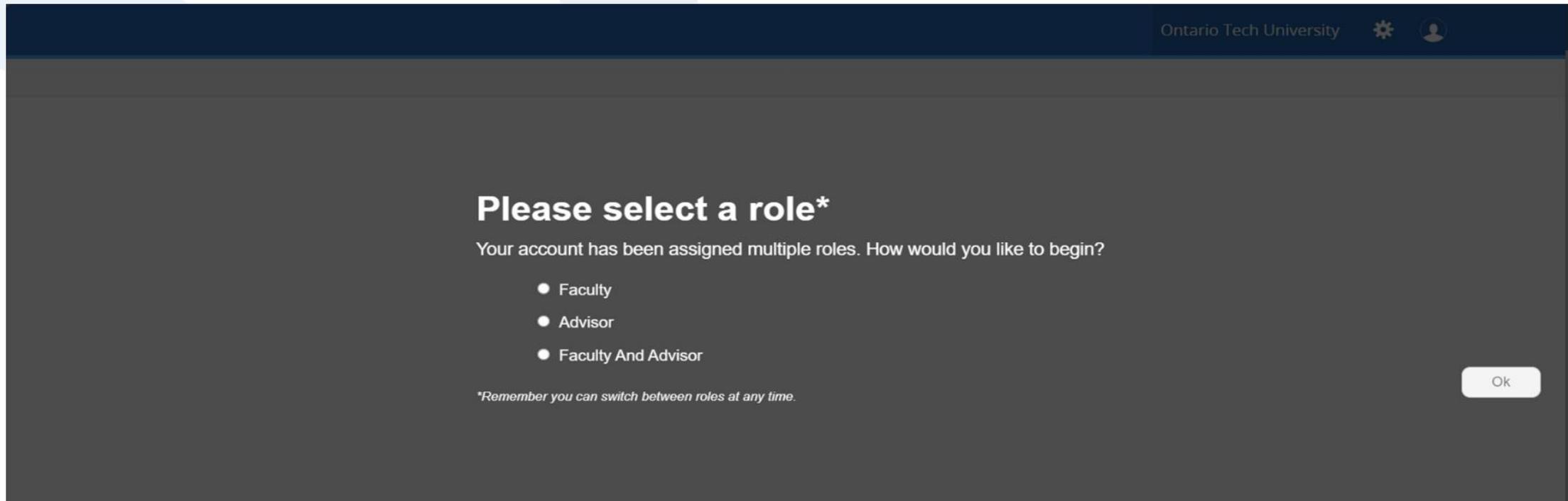
Course look up

Option 2:

1. Select **"Continue"** and proceed as an Anonymous user. Your default role will be Anonymous.
2. To access Plan Ahead from the Registration landing page, you are required to have a role. To switch roles, select **"Registration"** and then select the person icon on the top right to switch between roles.