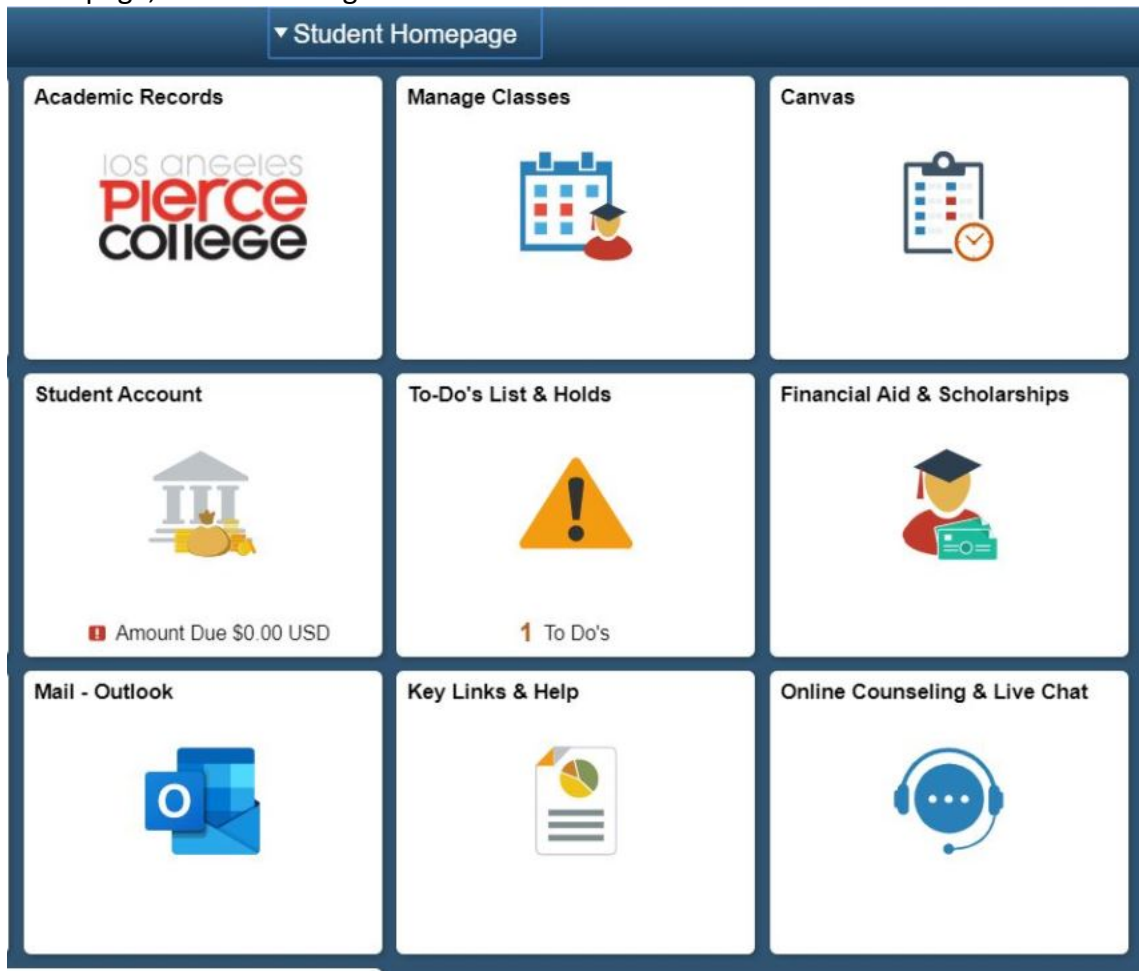
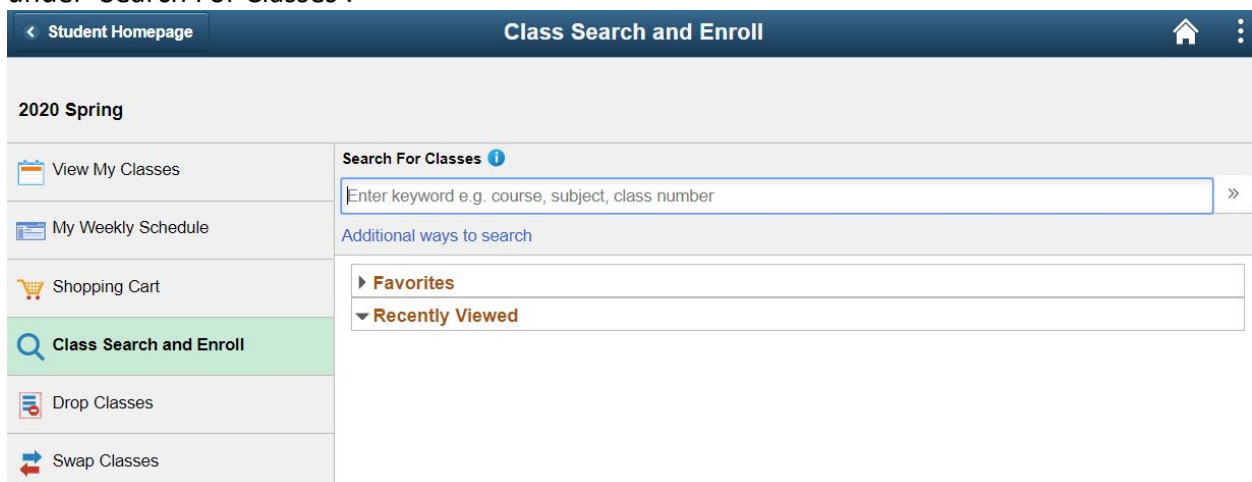


## How to add a class permission number

1. Log into the student portal using your student I.D. number and password. From the Student Homepage, click on Manage Classes.



2. From the left menu, click on Class Search and Enroll. Then enter the class number in the box under 'Search For Classes'.



3. Click on the arrow > to the right of the class section name (OLD ADL).

4. This screen will show more information so you can confirm that this is the class you want to add. Click on the arrow to the right >.

**2020 Spring**

**OLD ADL 053CE**  
Yoga For Seniors

Select the class details link to see if a specific class offers low cost textbooks or zero cost textbooks.  
Click on the desired "option row" to enroll.

★ Add to favorite courses  
▶ Course Information

▼ Class Selection

Select a class option 1 Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Non Credit Classes	Class# 11835 - Section P04 - LEC	02/10/2020 - 05/30/2020	Tuesday 7:25AM to 9:25AM	Pierce-NGYM 5601	Rick Feldman	Open Seats 28 of 50

5. Click on the yellow 'Next' button at the top right of the screen.

**2020 Spring**  
Credit  
Los Angeles Community College District

**1 Review Class Selection**  
Complete

**2 Review Class Preferences**  
In Progress

**3 Enroll or Add to Cart**  
Not Started

**4 Review and Submit**  
Not Started

**Step 1 of 4: Review Class Selection**

You have selected  
**OLD ADL 053CE Yoga For Seniors**

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Class# 11835 - Section P04 - LEC	Non Credit Classes	02/10/2020 - 05/30/2020	Tuesday 7:25AM to 9:25AM	Open Seats 28 of 50

6. Type in the permission number given to you by the instructor. Click on the green 'Accept' button at the top right of the screen.

Class Search and Enroll

2020 Spring  
Credit  
Los Angeles Community College District

1 Review Class Selection Complete

2 Review Class Preferences In Progress

3 Enroll or Add to Cart Not Started

4 Review and Submit Not Started

**Step 2 of 4: Review Class Preferences** Accept

OLD ADL 053CE Yoga For Seniors  
Class# 11835 - Section P04 - LEC - Open

Add to waitlist if class is full?  No

Permission Number

7. Click on the yellow 'Next' button.

Class Search and Enroll

2020 Spring  
Credit  
Los Angeles Community College District

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Enroll or Add to Cart Visited

4 Review and Submit Not Started

**Step 3 of 4: Enroll or Add to Cart**

Do you wish to enroll or add the class to your Shopping Cart?

Enroll  
 Add to Shopping Cart

8. Click on the green 'Submit' button.

Class Search and Enroll

2020 Spring  
Credit  
Los Angeles Community College District

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Enroll or Add to Cart Complete

4 Review and Submit Visited

**Step 4 of 4: Review and Submit** Submit

You have selected to enroll in

OLD ADL 053CE Yoga For Seniors

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Class# 11835 - Section P04 - LEC	Non Credit Classes	02/10/2020 - 05/30/2020	Tuesday 7:25AM to 9:25AM	Open Seats 28 of 50

▶ Class Preferences

9. Click the 'Yes' button.

The screenshot shows the 'Class Search and Enroll' interface. At the top, there is a navigation bar with 'Exit', 'Class Search and Enroll', and 'Previous'. Below this, the page is titled '2020 Spring' and 'Credit' for the 'Los Angeles Community College District'. A progress indicator on the left shows four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), 3. Enroll or Add to Cart (Complete), and 4. Review and Submit (Visited). The main content area is titled 'Step 4 of 4: Review and Submit' and includes a 'Submit' button. Below the title, it states 'You have selected to enroll in' followed by 'OLD ADL 053CE Yoga For Seniors'. The 'Option Status' is 'Open'. A table lists the class details:

Class	Session	Meeting Dates	Days and Times	Seats
Class# 11835 - Section F		/2020 - 05/30/2020	Tuesday 7:25AM to 9:25AM	Open Seats 28 of 50

A modal dialog box is centered on the screen, asking 'Are you sure you want to submit?' with 'Yes' and 'No' buttons. Below the table, there is a 'Class Preferences' link.

10. You should see a green check mark with the words 'This class has been added to your schedule.'

The screenshot shows the 'Confirmation' page. At the top, there is a navigation bar with 'Student Homepage' and 'Confirmation'. Below this, the page is titled '2020 Spring' and 'Credit' for the 'Los Angeles Community College District'. On the left, there is a sidebar with navigation links: 'View My Classes', 'My Weekly Schedule', 'Shopping Cart', 'Class Search and Enroll' (highlighted), and 'Drop Classes'. The main content area shows a green check mark and the message 'This class has been added to your schedule.' for 'OLD ADL 053CE - Yoga For Seniors'. Below this, there are two links: 'Return to Class Search Results' and 'Return to Keyword Search Page'.