

### Using Student Self-Service for Students

1. You may access Student Self-Service from the red toolbar at <https://www.mansfield.edu/today/> or through Current Students – Web Logins – Student Self-Service.
2. Sign in through the single sign-on process by entering your user name then click Continue and then entering your email address and password.
3. Click the Student Planning link to get started.
4. Select My Progress to view your academic program requirements or View a New Program of interest to you.
  - a. In viewing your progress there are three items of particular interest:
    - i. Green means completed and the requirement is hidden.
    - ii. Deep yellow means planned and the requirement is visible.
    - iii. Red means not completed and these requirements need attention.
  - b. Your academic department has course sequencing plans to assist with determining which semester you should plan a particular course. See your academic advisor.
  - c. You may Search for courses through My Progress and Plan & Schedule.
  - d. Your academic advisor(s) are able to view your academic program.
5. Select the requirement you wish to plan.
6. Select the course and term to add to your plan. You may view your planned courses on the Plan & Schedule tab.
7. You may select the sections through the Plan and Schedule tab. Scroll to the appropriate planned term and select the sections through View other sections.
8. On your day for scheduling, select the registration button to add the sections to your schedule.
9. You are scheduled if the deep yellow planned courses turn to green on the calendar grid.

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