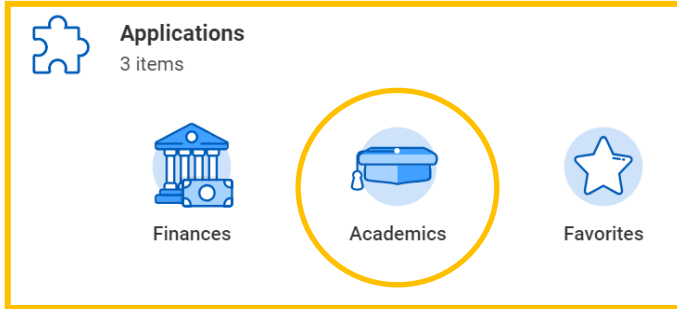


# How to Find and Register for a Course

FOR BIDMC-MBA STUDENTS

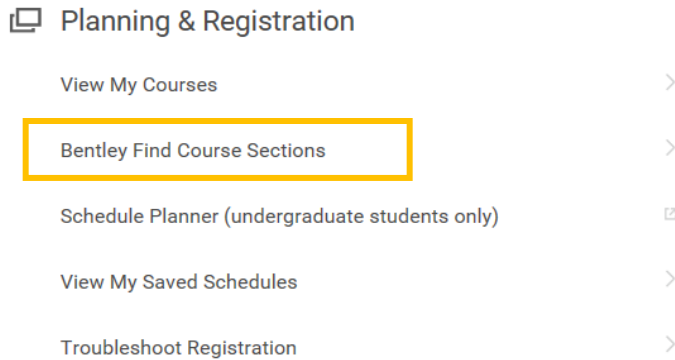
## STEP 1

After logging into Workday Select **Academics**



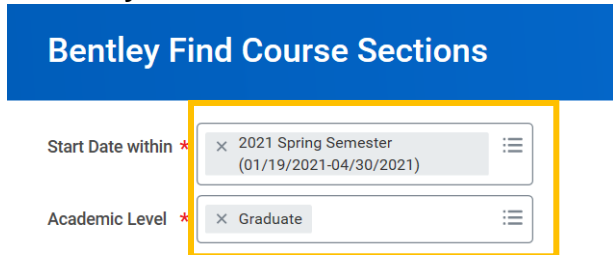
## STEP 2

Under **Planning & Registration**, select **Bentley Find Course Sections**



## STEP 3

In **Bentley Find Course Sections** Enter the Semester and Select Graduate



## STEP 4

On the left hand side of the screen are a number of filter prompts. Under **Course Tags** select **BIDMC-MBA**

The screenshot shows a search interface with a left sidebar for filters and a main area for results. The sidebar includes sections for 'Offering Periods', 'Subject', 'Delivery Mode', 'Section Status', 'Course Definition', and 'Course Tags'. Under 'Course Tags', the option 'Course Category :: BIDMC-M... (2)' is selected and highlighted with a yellow box. The main area shows '2 Results' with two course entries: 'GR 523-BID-1 - Marketing Management' and 'GR 603-BID-1 - Leading Responsibly'.

**Current Search** Save

Clear All

▼ **Offering Periods**

Academic Periods (2)

> **Subject**

> **Delivery Mode**

> **Section Status**

> **Course Definition**

▼ **Course Tags**

Course Category :: Synchron... (86)

Course Category :: Hybrid (21)

Course Category :: Asynchro... (11)

Course Category :: Program... (9)

Non Graded Course :: Non G... (2)

Course Category :: BIDMC-M... (2)

**2 Results**

[GR 523-BID-1 - Marketing Management](#)  
Marketing Management | Open | 0/25 | Lecture

[GR 603-BID-1 - Leading Responsibly](#)  
Leading Responsibly | Open | 0/36 | Lecture

## STEP 5

Click on the course. Under **View Course** select **Register** at the bottom

The screenshot shows two buttons: 'Add to Schedule' (orange) and 'Register' (grey). The 'Register' button is highlighted with a yellow box.

Add to Schedule Register

## STEP 6

Under **Register for Course Section**, the BIDMC section will already be checked off, so simply click **Register**



## STEP 7

After clicking Register, your screen will show your successfully registered course.

### Register for Course Section

Successfully Registered Courses 1 item

Course	Section
GR 523 - Marketing Management	GR 523-BID-1 - Marketing Management

