
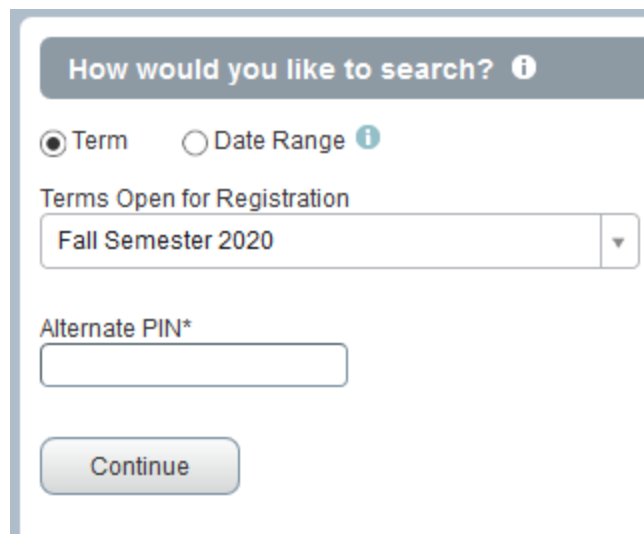


GET READY: Prior to your assigned registration day, please complete the following checklist:

- ✓ Connect to wifi.
- ✓ Log into [insideND](#). You are not logged in unless it says “Hello, [your first name]” in the upper right corner.
- ✓ Access the [NOVO Home Page](#) through any NOVO task on insideND. 
- ✓ Select [Registration Status and Holds](#) from the NOVO Home Page and choose the “Fall Semester 2020” term from the drop-down menu.
- ✓ Confirm that you have a registration time and do not have any holds on your account.
- ✓ Select [Add/Drop Classes](#) from the NOVO Home Page and choose “Fall Semester 2020” term from the drop-down menu.
- ✓ Confirm whether or not you need a PIN to register. You will need to obtain your PIN from your advisor and insert it here if your display shows a box that looks like this:



How would you like to search? ⓘ

Term Date Range ⓘ

Terms Open for Registration

Fall Semester 2020 ▼

Alternate PIN*

Continue

You will not need to obtain a PIN, or enter one, if your display looks like this:

Select a Term

How would you like to search? ⓘ

Term Date Range ⓘ


Terms Open for Registration

Fall Semester 2020 ▼

Continue

✓ Visit the [Fall 2020 Registration Information](#) page of the Registrar’s website for more information on registration including the schedule based upon classification, a tutorial and an FAQ.

GET SET: In the *5 - 10 minutes before* your assigned registration time, please complete the following checklist:

- ✓ Connect to wifi.
- ✓ Log into [insideND](#). You are not logged in unless it says “Hello, [your first name]” in the upper right corner.
- ✓ Log into [NOVO Home Page](#) through any NOVO task on insideND. 
- ✓ Complete the 2-step OKTA authentication, if applicable.
- ✓ Select [Add/Drop Classes](#) from the NOVO Home Page and choose the “Fall Semester 2020” term from the drop-down menu.



Enter the PIN you received from your advisor if prompted with an “Alternate PIN” box.



WAIT until your registration time starts before clicking the CONTINUE button.

NOW REGISTER! At your assigned registration time, you will be allowed access to the registration system and may begin scheduling your classes.



Click CONTINUE and enter the NOVO registration system.

Contact NOVO@nd.edu if you have questions.