



## LOGGING INTO MYDESU

**For the first time:** Use your date of birth (6 digits MM/DD/YY) as the initial PIN and then the system will prompt you to reset your PIN.

**Already a user and need your password reset?** Call the help desk (302.857.7028) or email the help desk (support@desu.edu) for assistance.

# HOW TO REGISTER FOR CLASSES

## Steps to Register for Classes:

1. Go to [my.desu.edu](http://my.desu.edu)
2. Click on Banner Self Service
3. Log in to account (D# and PIN)
  - a. If you are new to Delaware State University, your initial PIN is your date of birth (6 digits MM/DD/YY) (Do not follow the directions on the screen.)
  - b. Follow the steps:
    - i. Click PIN Create/Reset Page
    - ii. Input information requested
    - iii. Click Create/Reset PIN
    - iv. Repeat steps 1 and 2
4. Click Registration
5. Click Add/Drop Classes
6. Select Term
  - a. Select Fall, Spring, Summer
  - b. Click Submit
7. Click Class Search
8. Select Subject
9. Click Course Search
10. Click View Sections
11. Select Section
12. Click Add to Worksheet
  - a. Repeat until all courses have been selected
13. Click Submit Changes
14. Click Student Services
15. Click Student Records
16. Click Academic Transcript
17. Click Submit
18. Look for Courses in Progress
  - a. It should reflect all courses selected.