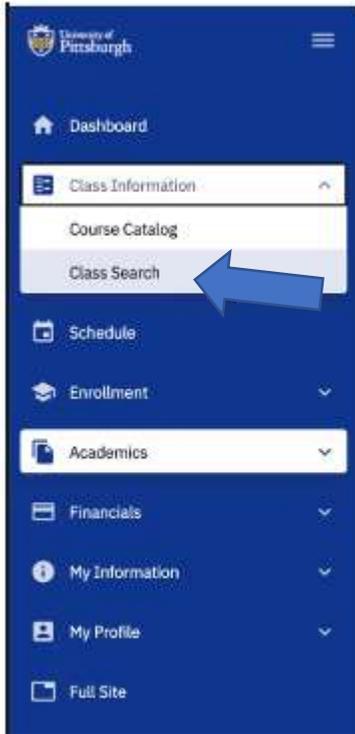# HOW TO ENTER A PERMISSION NUMBER USING HIGHPOINT CX

STEP 1: Access PeopleSoft/HighPoint CX through **my.pitt.edu**.

a. Search for **PeopleSoft/HighPoint CX** and click on the icon. It will take you straight to your **Dashboard.**

STEP 2: From your Dashboard, click **Class Information** and then click **Class Search**.

STEP 3: Select the **appropriate term** and the **Pittsburgh campus**. Search for the course you want to take. In this example, we searched for ANTH 0780 Introduction to Cultural Anthropology.

STEP 4: Select the course you want to take from the search results page by clicking on course.

INTRODUCTION TO CULTURAL ANTHROPOLOGY | ANTH 0780

CAMPUS	SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS
> Pittsburgh Campus	1000-LEC (30687)	-	AT	TuTh	11:00 am	11:50 am	157 Benedum...	08/27 - 12/10	Gabby Yearwood	0 32/200 ⚠ ⋮
> Pittsburgh Campus	1006-REC (30694)	-	AT	Fr	10:00 am	10:50 am	135 Chevron ...	08/27 - 12/10	Gabby Yearwood	0 4/25 ⋮
> Pittsburgh Campus	1008-REC (30696)	-	AT	Fr	1:00 pm	1:50 pm	252 Cathedral...	08/27 - 12/10	Gabby Yearwood	0 13/25 ⋮
> Pittsburgh Campus	1009-LEC (30688)	-	AT	MoWe	11:00 am	11:50 am	125 Frick Fine...	08/27 - 12/10	Heath Cabot	0 1/200 ⋮
> Pittsburgh Campus	1015-REC (30702)	-	AT	Th	12:00 pm	12:50 pm	105 Lawrence...	08/27 - 12/10	Heath Cabot	0 1/25 ⋮

🔍 END OF SEARCH RESULTS

STEP 5: This will open the Class Details page where you can view more information about the course. To enter your permission number, you will either need to select Add to Cart or Enroll.

STEP 6: Once you click Add to Cart or Enroll, you will be prompted to select a recitation, if required.

Related Classes								×
REC (30690)	1002	Tu	4:00 pm	4:50 pm	5400 Wesley W P...	Gabby Yearwood	🔴 0/25	○
REC (30691)	1003	Th	12:00 pm	12:50 pm	3415 Wesley W P...	Gabby Yearwood	🔴 0/25	○
REC (30692)	1004	Th	4:00 pm	4:50 pm	5405 Wesley W P...	Staff	🔴 0/10	○
REC (30693)	1005	Fr	9:00 am	9:50 am	5405 Wesley W P...	Gabby Yearwood	🔴 0/25	○
REC (30694)	1006	Fr	10:00 am	10:50 am	135 Chevron Scie...	Gabby Yearwood	🟩 4/25	◉
REC (30695)	1007	Fr	12:00 pm	12:50 pm	358 Cathedral of L...	Gabby Yearwood	🔴 0/25	○
REC (30696)	1008	Fr	1:00 pm	1:50 pm	252 Cathedral of L...	Gabby Yearwood	🟩 13/25	○

Cancel	Continue

STEP 7: You will see an Enrollment Options box appear and this is where you can enter the permission number and then click Save to proceed through the rest of the steps to enrollment.

Enrollment options ×

ANTH 0780: INTRO TO CULTURAL ANTHROPOLOGY | 1000 - 30687

Grading *
Letter Grade ⌄

Permission Number:

☐ Wait list if class is full

Cancel	Save