HOW TO USE A PERMISSION NUMBER

STEP 1: From your Enrollment Shopping Cart, search for the course you want to take. Remember to **uncheck** the "show open classes only" box.

STEP 2: Select the course you want to take, and on the review screen (**screenshot shown below**) type the permission number into the appropriate box and then click "NEXT".

> **NOTE:** If the course you want to take is already in your shopping cart, click on the course in your shopping cart to get back to the review screen to type the permission number into the appropriate box.

STEP 3: Continue through the steps of enrollment until successfully enrolled.