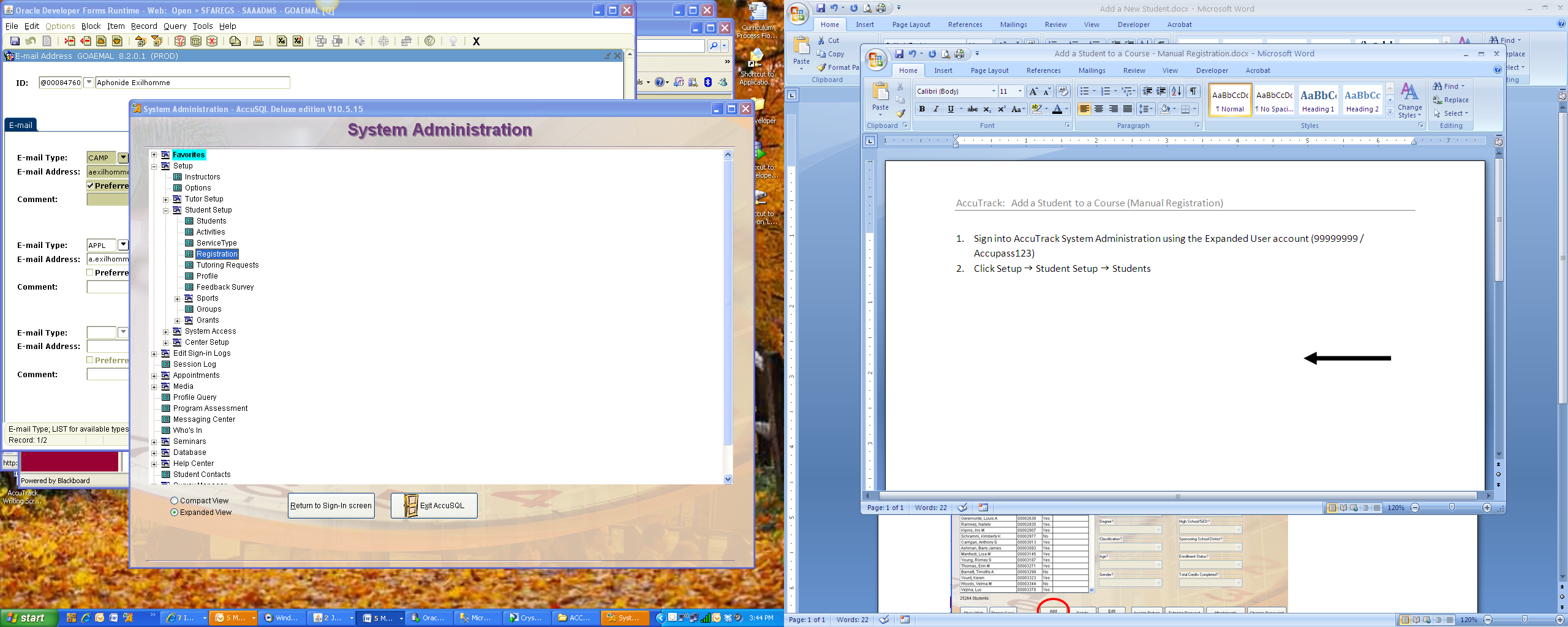
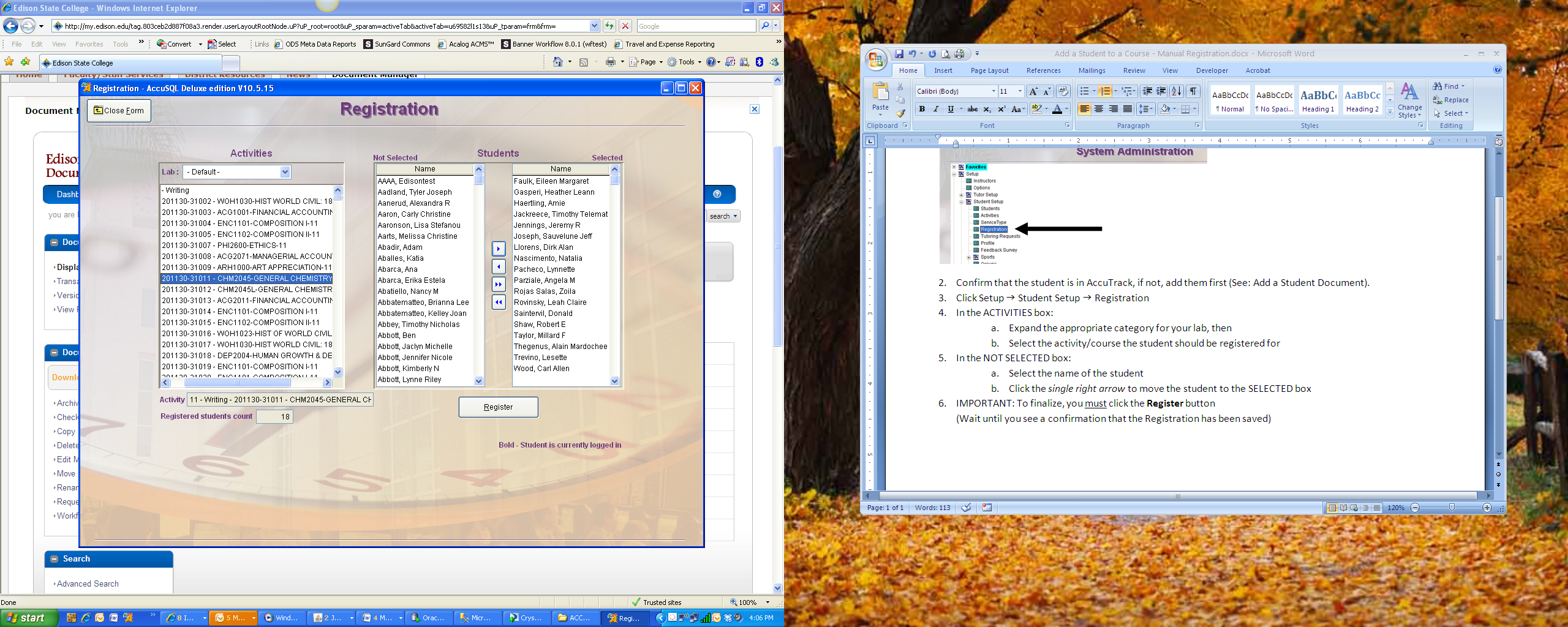
1. Sign into AccuTrack System Administration using the Expanded User account (99999999 / Accupass123).



1. Confirm that the student is in AccuTrack, if not, add them first (See: Add a Student Document).
2. Click Setup 🡒 Student Setup 🡒 Registration



1. In the ACTIVITIES box:
   1. Expand the appropriate category for your lab (i.e. Math Center, Tutoring, etc.) then
   2. Select the activity/course the student should be registered for
2. In the NOT SELECTED box:
   1. Select the name of the student
   2. Click the *single* *right arrow* to move the student to the SELECTED box
3. IMPORTANT: To finalize, you must click the **Register** button  
   (Wait until you see a confirmation that the Registration has been saved)