1. Log in to UAOnline (http://uaonline.alaska.edu).

2. Select “Student Services & Account Information”, then “Registration”.

3. Select “Schedule Planner”.

4. Select the term and campuses (ex: UAF Main, e-Learning) and click “Add Course” to add classes.

5. Add breaks to block off times for no classes.

6. Click on “Generate Schedule”.

7. Click “View” to view your schedule options.

8. When you’ve found a schedule you like, click “Send to Cart”. You will be redirected back to UAOnline. Click “Complete Registration Changes” to register, or “Save Cart” to return to it later. You can access your saved cart from the “Registration” menu at UAOnline.