# Course Registration Process for SUNY Oswego High School Programs

## Step 1: Activate Your SUNY Oswego Email & Obtain Your Laker NetID

Activate your SUNY Oswego email account at www.oswego.edu/email.
You will need your SUNY Oswego ID number to complete this step.
Your Laker NetID will appear on the screen during the email activation process. You should record your Laker NetID and the password for your Oswego email. These are your login and password for myOswego.

- SUNY Oswego email is considered an official form of communication. Please check your email account regularly or forward to an account that you check often. If you have a different email that you [prefer to use, forward this email to one you check regularly.

- If you forgot your log on info you can ask the high school program coordinator for your Lakernet ID. It is what comes before the @oswego.edu in your email address, and you may reset your password at oswego.edu/reset

## Step 2: Login to myOswego

Go to https://oswego.edu/myoswego.html
Choose the "Single Sign On" login
Laker NetID:  Your Laker NetID
PASSWORD: SUNY Oswego Email Password (you created)

## Step 3: Register for Courses

In myOswego:

Select "Registration"
Select "Registration and Planning"
Select "Register for Classes"
Term Open for Registration, choose "SUNY Oswego in the HS 2019-2020" and "Continue".
This takes you to a search page. In the "Campus" field search for your high school by typing any portion of the name of your high school in the field; Select and "Submit".
A list of courses you may take will appear. Choose "ADD" to add the course(s).
This opens pages below. On the right hand side you will see a "Summary" of course(s) added.
"Submit" (right hand bottom of page) and Pending changes to Registered.
Success! You are now registered for your course(s).

## Step 4: Pay the Program Fee

Payment can be made through myOswego by selecting the "Financial Services" Tab then:

Select "Student Accounts"
Select "View/pay your bill"
Select "View pay account"
Note: Payment deadlines and additional payment information can be found at
https://www.oswego.edu/highschool.

**VERY IMPORTANT: Always log out of both your myOswego account and the browser for security. Your account may remain open if not logged out of both myOswego and the browser.**

**Questions?**
Registration questions contact the Office of the Registrar at 315.312.2136.
Payment questions contact Student Accounts at 315.312.2225 or the High School Programs Coordinator at 315.312.2270.