How to use My.GeorgiaSouthern

**Getting Started**

1. Go to My.GeorgiaSouthern homepage: [https://my.georgiasouthern.edu/](https://my.georgiasouthern.edu/)

2. Click Log In.

3. Enter your **Username** and **Password** and click **LOGIN**

4. If you have forgotten your Username or Password, you may use the **Forgot Username?** and **Forgot Password?** help links. You may also contact the Service Desk at (912) 478 - 2287 or helpdesk@georgiasouthern.edu for any other assistance needed.
How to use My.GeorgiaSouthern

Registration

1. Under the Services tab click WINGS (Student Information System)

2. Select Student

3. Select Registration

4. Select Select Term
How to use My.GeorgiaSouthern

5. Select the term and click on Submit

6. Select Add/Drop/Withdraw Classes

7. Enter your RAN (receive from your advisor) and click Submit

8. If you have any holds on your record, click on View Holds. Take note of how to remove the holds and log out of WINGS. Once your holds are cleared, you may proceed with registration.
How to use My.GeorgiaSouthern

How to Register

1. **Click Class Search**

   ![Class Search Image]

   - First Year Seminars (FYS 1200)
   - To access course descriptions for First Year Seminars, click the link below. Note the CRN of the section for which you’d like to register. Next, return to this page, enter the CRN in one of the boxes below and click “Submit Changes.”
   - http://academic.georgiasouthern.edu/fys/fys1200.htm

   ![Add Classes Worksheet Image]

2. **Click Advanced Search**

   ![Advanced Search Image]

3. **Select Subject**

   ![Select Subject Image]

4. **Enter Course Number**

   ![Enter Course Number Image]
How to use My.GeorgiaSouthern

5. Click on the Section Search button at the bottom of the page

6. Click on the Select box beside the course you wish to add to your schedule. (If there is a “C” instead of a box, there is a conflict with this section and you cannot add it to your schedule.)

7. Click the Register button at bottom of the page

8. These page confirms you are registered for the class. Repeat the above steps until you have selected all classes needed for the term.
How to use My.GeorgiaSouthern

How to Drop a Class

1. Beside the course you wish to drop, go to the Action drop down menu and select Web Drop/Delete. (You can access this page through the Student – Registration – Add/Drop/Withdraw Classes menu selections.)

2. Click Submit Changes button

3. You will see the course has been removed from your schedule.
How to use My.GeorgiaSouthern

How to Print your Schedule

1. Select Student and Registration

2. Click on Concise Student Schedule to view and print schedule.

3. To print schedule, use the Ctrl + P keys and select printer.