



Eastern Oregon University

How to register for courses using
your *Webster* account.

From the EOU homepage www.eou.edu , Click on the “Students” link. Then click on the word “Webster” on the right side menu bar.

students | Eastern Oregon University - Windows Internet Explorer

http://www.eou.edu/students/

File Edit View Favorites Tools Help

Convert Select Contribute Edit Post to Blog

students | Eastern Oregon University

EOU EASTERN OREGON UNIVERSITY
The University that **WORKS WITH YOU**

Search

Find Someone - Contact Us - A to Z Sitemap

Students International Parents/Family Faculty/Staff Alumni Athletics Calendar

EOU Home > Students

Student Resources

- Academic Calendar
- Academic Advising
- Course Catalog
- Commencement/Graduation
- Final Exam Schedule
- First Year Experience
- Library - Pierce
- Registrar

Student Life

- Student Affairs
- Athletics
- Clubs and Organizations
- Counseling Center
- Dining Services Meal Plans
- ESE - Eastern Student Entertainment
- First Year Experience
- Food Service
- Fitness Center
- Housing / Residence Life
- Intramurals
- International Students
- Money Management (Cash Course)
- Mountaineer Family Network
- MultiCultural Center
- Outdoor Program
- Sexual Health
- Student Affairs Committee
- Student Conduct
- Student Government / ASFOU

Online Education at EOU

- Online Education
- Orientation to Online Education
- Steps to an Online Degree
- Self Assessment
- Computer Skill Assessment

Program and Course Offerings

- Degrees and Minors
- Online/Onsite Course Guide
- Course Schedules (Webster)
- How to Start a Course
- Getting Started with Webster
- Online Writing Lab

Services

- Affirmative Action
- Bookstore
- La Grande Trolley Schedule
- Career Advising
- Disability Services
- Event & Conference Services
- Financial Aid
- Health Insurance
- IT Computing
- Learning Center
- Military
- Pool - Veterans Memorial
- Safety & Security
- Scholarships

Student Resources

- Blackboard
- Email Login
- Webster
- Pay Your Bill
- Writing Center - Make an Appointment

Questions?
Ask Student Affairs!

Money on your Mind?
CashCourse.org/eou

start | Inbox - jsc... | webster_re... | Banner 8 - ... | students | ... | Oracle Dev... | Presentatio... | untitled - P... | 10:18 AM

Click "Login to Webster"

The screenshot shows a Windows Internet Explorer browser window displaying the Eastern Oregon University (EOU) Webster Registration page. The browser's address bar shows the URL <http://www.ous.edu/webster/>. The page features a blue navigation bar with links for [EOU Home](#), [Admissions](#), [Enrollment Services](#), [Current Students](#), [Faculty Staff](#), and [Alumni](#). The main content area is titled "Webster" and includes several sections:

- Webster**
 - [Login to Webster](#) (requires ID and PIN)
- Webster Access**
 - [How Do I Get an ID number and PIN?](#)
 - [How to Register on the Web \(pdf\)](#)
- Military Service Personnel**

Students who may be called to active military duty, please read the tuition refund policy.

 - [Tuition and Refund Policy](#)
- Register to Vote**

Remember to register to vote before October 12th.

 - [Oregonvotes.org](#)
- Co-enrolled - BMCC, TVCC, EOU**

If you plan to enroll at either BMCC or TVCC as well as EOU, you must follow these steps!

 - [Steps for Co-Enrolled Students](#)
- PGE Responsible Enrolled**

If PGE is responsible for your account, please let us know.

 - [PGE Responsible Accounts](#)
- Secured Access**

Secured access is unavailable at certain times due to system backups and scheduled maintenance.

 - [Access availability information](#)

On the right side of the page, there is a sidebar with a table of links:

Class Schedules / Syllabi
When May I Register?
Secured Access Availability
Tuition Reimbursement Policy
Registering on the Web
Campus Security and Fire Report
Privacy Policy

Below the table is the "CONTACT INFORMATION" section:

CONTACT INFORMATION
Eastern Oregon University
Registrar's Office
One University Blvd.
La Grande, Oregon 97850
Phone: 541-962-3519
E-mail: registrar@eou.edu

Eastern Oregon University is a member of the Oregon University System

The Windows taskbar at the bottom shows the Start button and several open applications: "Inbox - jscott...", "webster_reg.p...", "Banner 8 - EC...", "Webster Regis...", "Oracle Develo...", and "Presentation1 ...". The system clock indicates the time is 10:19 AM.

Enter your user ID (Use either your student ID number (910-XX-XXXX) or your social security number.)

Enter your PIN (first time users will use your birth date YYMMDD)

User Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address https://banweb.ous.edu/eouprd/owa/twbkwbis_P_WWWLogin Go Links

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HELP SIGNOFF

User Login

Please enter your Student Identification Number (ID) and your Personal Identification Number (PIN), then click the Login button. If this is your first time accessing Webster, please [click here](#) for help or click the help link in the top right corner for more information about your user identification number and pin.

If you have forgotten your pin and you have already entered a security question and answer, enter your Student ID and then click the Forgot PIN? button.

If you're unable to login to see your financial aid awards, please [click here](#). If you still cannot access your award information you may contact the [Financial Aid Office](#)

If you're unable to login to register or see your grades, please contact the [Registrar's office](#) or [click here for help](#).

To protect your personal information, when finished, sign out by clicking the SIGNOFF link in the top right corner and close your browser.

User ID:

PIN:

Login Forgot PIN?

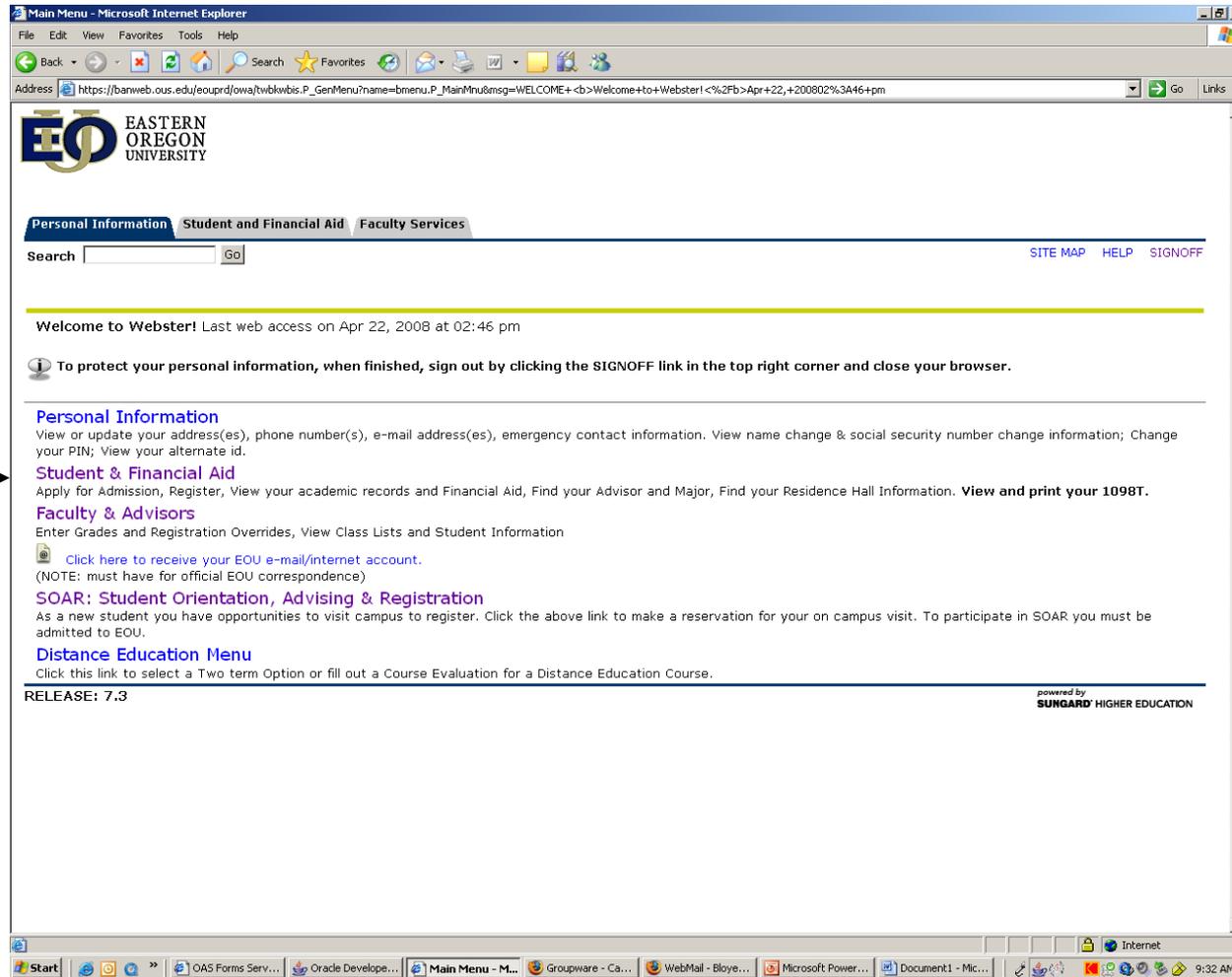
RELEASE: 7.4

powered by SUNGARD HIGHER EDUCATION

Done

Start OAS Forms Serv... Oracle Develop... User Login - M... Groupware - Ca... WebMail - Bloye... Microsoft Power... Document1 - Mic... Internet 9:25 AM

Select "Student & Financial Aid"



The screenshot shows a web browser window titled "Main Menu - Microsoft Internet Explorer". The address bar contains the URL: https://banweb.ous.edu/eouprj/owa/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome+to+Webster!<?Fb>Apr+22,+200802%3A46+pm. The page features the Eastern Oregon University logo and a navigation menu with three tabs: "Personal Information", "Student and Financial Aid", and "Faculty Services". Below the menu is a search bar and links for "SITE MAP", "HELP", and "SIGNOFF". A yellow horizontal line separates the header from the main content. The main content includes a welcome message, a security notice, and several menu items: "Personal Information", "Student & Financial Aid" (highlighted by a black arrow), "Faculty & Advisors", "SOAR: Student Orientation, Advising & Registration", and "Distance Education Menu". The page footer includes "RELEASE: 7.3" and "powered by SUNGARD HIGHER EDUCATION". The Windows taskbar at the bottom shows several open applications, including "OAS Forms Serv...", "Oracle Develop...", "Main Menu - M...", "Groupware - Ca...", "WebMail - Bloye...", "Microsoft Power...", and "Document1 - Mic...".

Personal Information | **Student and Financial Aid** | **Faculty Services**

Search [SITE MAP](#) [HELP](#) [SIGNOFF](#)

Welcome to Webster! Last web access on Apr 22, 2008 at 02:46 pm

To protect your personal information, when finished, sign out by clicking the SIGNOFF link in the top right corner and close your browser.

Personal Information
View or update your address(es), phone number(s), e-mail address(es), emergency contact information. View name change & social security number change information; Change your PIN; View your alternate id.

Student & Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid, Find your Advisor and Major, Find your Residence Hall Information. **View and print your 1098T.**

Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

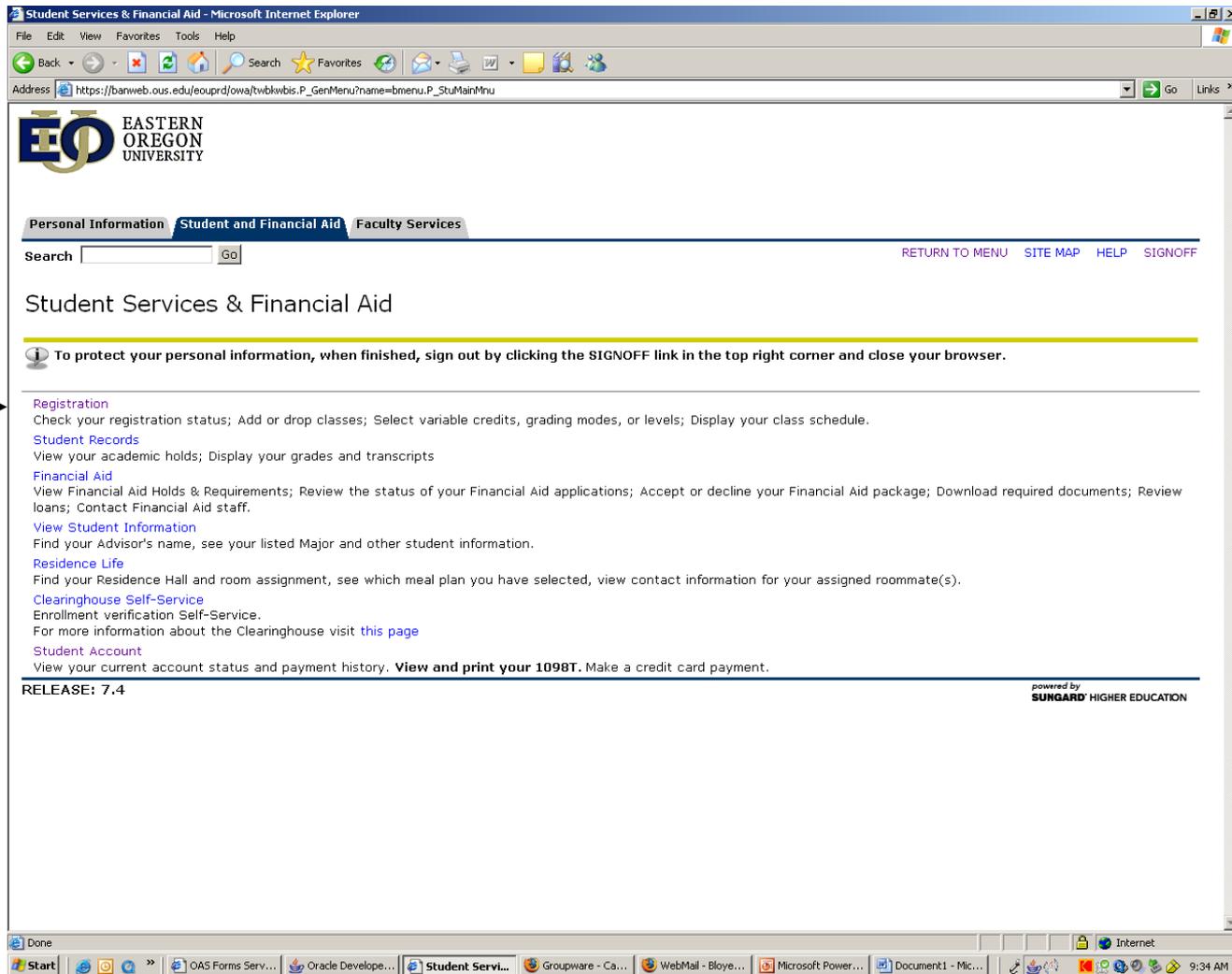
[Click here to receive your EOU e-mail/internet account.](#)
(NOTE: must have for official EOU correspondence)

SOAR: Student Orientation, Advising & Registration
As a new student you have opportunities to visit campus to register. Click the above link to make a reservation for your on campus visit. To participate in SOAR you must be admitted to EOU.

Distance Education Menu
Click this link to select a Two term Option or fill out a Course Evaluation for a Distance Education Course.

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Select "Registration"



Student Services & Financial Aid - Microsoft Internet Explorer

Address: https://banweb.ous.edu/eouprd/owa/twblwbis_P_GenMenu?name=bmenu.P_StuMainMnu

EASTERN OREGON UNIVERSITY

Personal Information | **Student and Financial Aid** | Faculty Services

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [SIGNOFF](#)

Student Services & Financial Aid

 To protect your personal information, when finished, sign out by clicking the SIGNOFF link in the top right corner and close your browser.

- [Registration](#)
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.
- [Student Records](#)
View your academic holds; Display your grades and transcripts
- [Financial Aid](#)
View Financial Aid Holds & Requirements; Review the status of your Financial Aid applications; Accept or decline your Financial Aid package; Download required documents; Review loans; Contact Financial Aid staff.
- [View Student Information](#)
Find your Advisor's name, see your listed Major and other student information.
- [Residence Life](#)
Find your Residence Hall and room assignment, see which meal plan you have selected, view contact information for your assigned roommate(s).
- [Clearinghouse Self-Service](#)
Enrollment verification Self-Service.
For more information about the Clearinghouse visit [this page](#)
- [Student Account](#)
View your current account status and payment history. **View and print your 1098T.** Make a credit card payment.

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Done

Start | OAS Forms Serv... | Oracle Develop... | Student Servi... | Groupware - Ca... | WebMail - Bloye... | Microsoft Power... | Document1 - Mic... | 9:34 AM

Select “Register/Add/Drop Courses”



Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address https://banweb.ous.edu/eouprd/owa/twblwbis.P_GenMenu?name=bmenu.P_ReglMnu Go Links

EO EASTERN OREGON UNIVERSITY

Personal Information **Student and Financial Aid** Faculty Services

Search Go RETURN TO MENU SITE MAP HELP SIGNOFF

Registration

- Select Term
- Register/Add/Drop Classes**
- Look-up Classes to Add
- Student Schedule by Day & Time
- Student Detail Schedule
- Withdrawal Information
- Check Your Registration Status
- Pay by Credit Card

RELEASE: 7.4 powered by SUNGARD HIGHER EDUCATION

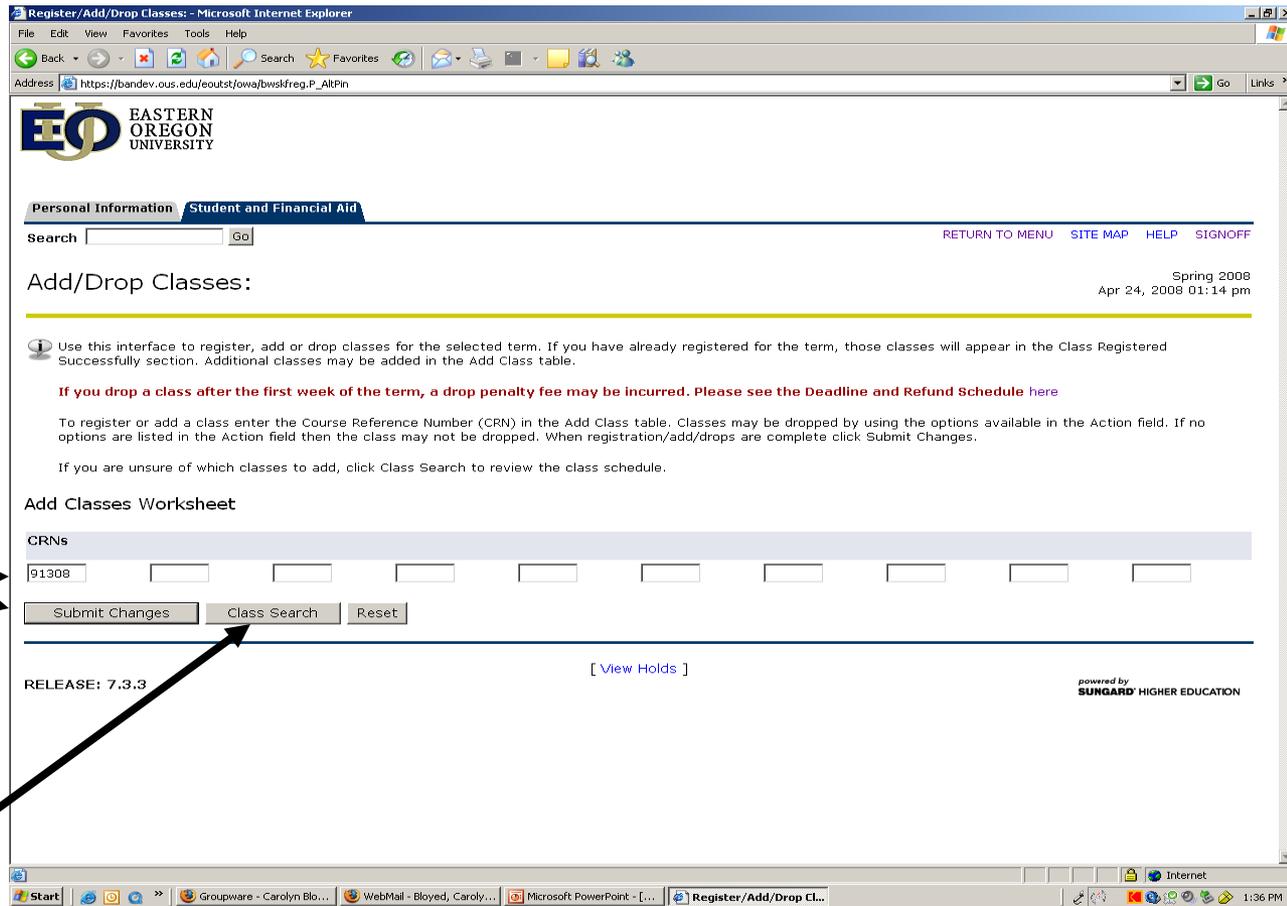
Start | OAS Forms Serv... | Oracle Develop... | Registration - ... | Groupware - Ca... | WebMail - Bloye... | Microsoft Power... | Document1 - Mic... | 9:36 AM

Click on “Select a Term” drop down menu. Select the term you are registering for and click on the submit button.



The screenshot shows a Microsoft Internet Explorer browser window titled "Select Term - Microsoft Internet Explorer". The address bar displays the URL: https://banweb.ous.edu/eouprj/owa/bwskfreg.P_AlpPin. The page header features the Eastern Oregon University logo and navigation tabs for "Personal Information", "Student and Financial Aid", and "Faculty Services". A search bar is present with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "SIGNOFF". The main content area is titled "Select Term (Note: term displayed is not always current term)" and includes a timestamp "Apr 23, 2008 09:34 am". Below this, there is a "Select a Term:" label followed by a dropdown menu currently showing "Spring 2008" and a "Submit" button. The footer of the page indicates "RELEASE: 7.2" and "powered by SUGARD HIGHER EDUCATION". The Windows taskbar at the bottom shows several open applications, including "OAS Forms Serv...", "Oracle Develop...", "Select Term - ...", "Groupware - Ca...", "WebMail - Boye...", "Microsoft Power...", and "Document1 - Mic...", with the system clock showing 9:37 AM.

If you know the Course Reference Number(s) (CRN) for the course(s) you want to register for, enter in the box below and click on the “Submit Changes” button.



If you don't know the CRN for a course, click on “Class Search” to search for available courses.

Courses may be viewed using the search criteria below. You can search all the courses or narrow your search by selecting specific criteria. Note, the more search criteria you use, the more refined the list of classes will be. Once your search criteria are selected, click on the "Class Search" button at the bottom and your list of classes will be displayed.

Look-Up Classes to Add: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://bandev.ous.edu/eoutst/owa/bwckcoms.P_Regs

E O EASTERN OREGON UNIVERSITY

Personal Information Student and Financial Aid

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [SIGNOFF](#)

Look-Up Classes to Add: Spring 2008
Apr 24, 2008 02:08 pm

i Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject. When your selection is complete, click Class Search to perform the search.

To make multiple selections within a selection box, press the Ctrl key while clicking on the selection.

Subject:

General Education & Other Special Course Designation:

Campus:

Course Level:

Delivery:

Instructor:

Course Number:

Title Keyword Search:

Credit Range: hours to hours

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

[[Student Schedule by Day & Time](#) | [Student Detail Schedule](#) | [View Holds](#)]

Start Groupware - Carolyn Blo... WebMail - Bloyed, Caroly... Webster Registration Webster presentation Look-Up Classes to A... 2:34 PM

Select the course(s) you want by clicking in the “Select” box. Courses not available for registration are designated with “C” or “NR” as shown below. Upon selecting your desired course, click on “Register” to add to your schedule. If you want to search for additional courses, click on “Add to Worksheet”. Once your worksheet contains all the classes you want to register for, click on “Register”. If you are not quite ready to register and are just searching the schedule for available courses, you can print this page for review as you do your planning. Instructions for printing are on the next slide.

Look-Up Classes to Add: Spring 2008
Apr 24, 2008 02:32 pm

Personal Information **Student and Financial Aid**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [SIGNOFF](#)

Look-Up Classes to Add:

i To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

A printer friendly version of this page is available at the bottom of this page and is designated by the Adobe pdf icon. You may also click PDF link at bottom to take you to the bottom of the page.

Course Icon Legend:

Online -Asynchronous/Internet-Based Courses: Onsite- Courses conducted at various physical locations throughout Oregon:

On Campus Courses:

NOTES FOR DISTANCE EDUCATION STUDENTS ONLY: 1. Staff rates are not offered for Distance Education courses. 2. Don't forget to order your course materials through the bookstore

[PDF link at bottom](#)

Speech

Select	CRN	Subj	Crse	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	General Education & Other Special Course Designation
<input checked="" type="checkbox"/>	90482	SPCH	112	L	3	Public Speaking*GTW	TR	04:00 pm-05:20 pm	25	14	11	April Curtis	03/31-06/13	ACK 103	Gen Ed-Gateway
C	90234	SPCH	112	L	3	Public Speaking*GTW	TR	02:00 pm-03:20 pm	25	25	0	April Curtis	03/31-06/13	ACK 103	Gen Ed-Gateway
NR	90953 (F)	SPCH	112	N	3	Public Speaking*GTW	-	-	30	14	16	Joel C. Bonney	03/31-06/13	-	Gen Ed-Gateway

[View Schedule as PDF](#)

[[Student Schedule by Day & Time](#) | [Student Detail Schedule](#)]

RELEASE: 7.3.3E powered by **SUNGARD** HIGHER EDUCATION

To print the list of classes, click on the PDF link at the bottom of the page. Then choose "Print" from the "File" drop down menu in the upper left corner.

Look-Up Classes to Add: Spring 2008
Apr 28, 2008 01:08 pm

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

A printer friendly version of this page is available at the bottom of this page and is designated by the Adobe pdf icon. You may also click PDF link at bottom to take you to the bottom of the page.

Course Icon Legend:

Online - Asynchronous/Internet-Based Courses: Onsite- Courses conducted at various physical locations throughout Oregon:

On Campus Courses:

NOTES FOR DISTANCE EDUCATION STUDENTS ONLY: 1. Staff rates are not offered for Distance Education courses. 2. Don't forget to order your through the bookstore

Link to printable version in PDF format at bottom of page

Select	CRN	Subj	Crse	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Gener	Spec
NR	90482	SPCH	112	L	3	Public Speaking*GTW	TR	04:00 pm-05:20 pm	25	21	4	April Curtis	03/31-06/13	ACK 103	Gen E	
C	90234	SPCH	112	L	3	Public Speaking*GTW	TR	02:00 pm-03:20 pm	25	25	0	April Curtis	03/31-06/13	ACK 103	Gen E	
	90953	SPCH	112	N	3	Public Speaking*GTW	-	-	30	9	21	Joel C. Bonney	03/31-06/13	-	Gen E	

Printable version in PDF format

Register Add to WorkSheet Class Search

RELEASE: 7.3.3 [Student Schedule by Day & Time | Student Detail Schedule]

This is what your printed version of the class schedule will look like.

Spring 2008

CRN	SUBJ	CRSE	CAMP	CR	TITLE, FOOTNOTES	INSTRUCTOR	DAY & TIME	BLDG & ROOM	COURSE DATES	GEN ELD & OI H&M	SP COURSE DESIGNATION
90482	SPCH	112	L	3	Public Speaking*GTW	Curtis, A	TR 4:00-5:20pm	ACK 103	31-MAR-08 to 13-JUN-08		Gen Ed-Gateway
90234	SPCH	112	L	3	Public Speaking*GTW	Curtis, A	TR 2:00-3:20pm	ACK 103	31-MAR-08 to 13-JUN-08		Gen Ed-Gateway
90953	SPCH	112	N	3	Public Speaking*GTW, 1	Bonney, J			31-MAR-08 to 13-JUN-08		Gen Ed-Gateway

1 Note: Word Wide Web (uolun, \$1.50 per credit hour.

On Campus Courses Online - Asynchronous/Internet-Based Courses Onsite - Courses conducted at various physical locations throughout Oregon

"Course tuition and fees are subject to change without notice"

You are now officially registered for your courses. You can add additional courses here as well as drop courses. To drop a course click on the “Action” drop down menu, select “Drop” and complete the drop by clicking on “Submit Changes”. At the bottom of this page you will see “Order Books”. Clicking on this link will bring up the EOU bookstore page listing the books you will need for your classes. The next slide will show you the EOU bookstore page.

Enrollment will not be cancelled for students who do not pay tuition or do not attend the class. Unless courses are dropped from main deadline, you will be responsible for payment.

Financial Aid Students: Do not drop any classes without consulting the Financial Aid Office for possible penalties. 541-962-3550 or fao@eou.edu.

To register or add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When registration/add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Current Schedule

Status	Action	CRN	Subj Crse Sec Level	Cred	Grade Mode	Title
Web Registered on Feb 19, 2010	None	93275	WR 131 002 Undergraduate	4.000	Graded (A-F)	Explor Prose Wr*APC
Web Registered on Mar 03, 2010	None	93068	BA 101 101 Undergraduate	3.000	Graded (A-F)	Intro Bus & Global Envir

Total Credit Hours: 7.000
Billing Hours: 7.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Apr 22, 2010 10:00 am

[[View Holds](#) | [Order Books](#)]

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EOU Bookstore page showing a list of the books you will need for the classes you registered for.

The screenshot shows the Eastern Oregon University Bookstore website. The browser window title is "Express Textbooks | Buy Textbooks | Eastern Oregon University Bookstore - Microsoft Internet Explorer". The address bar shows "http://www.eoubookstore.com/textbook_express.asp". The page features a navigation bar with "TEXTBOOKS" and "BUY SHOP" buttons. A search bar and "All Products" dropdown are also present.

Express Textbooks

Displaying Textbooks for BA - 101 , section 101 (CARPENTER S)

	New Price	Used Price	Qty	Type
No Textbook Ordered By Faculty, <i>Eou</i>	Required New Price	Used Price		
	Unavailable	Unavailable		

Displaying Textbooks for WR - 131 , section 002 (SHADLE M)

	New Price	Used Price	Qty	Type
Teaching Multiwriting, Required	\$35.00	\$26.25	1	Used
<i>Davis</i>	Usually ships in 1-2	Usually ships in 1-2		
Siup	days	days		
Binding Paper				
Copyright 07				
ISBN 0809327546				

Quick Select: Required Recommended Optional

Purchase Total: **\$26.25**

[add selected books to cart »](#)

Save Up To 75% Off! On Thousands Of Popular Software Titles! [CLICK HERE](#)

VeriSign Secured

There are two ways to view your completed schedule. The first option is “Student Schedule by Day & Time” . . .

This screenshot shows the registration menu on the Eastern Oregon University website. The page title is "Registration" and it includes a search bar and navigation links like "RETURN TO MENU", "SITE MAP", "HELP", and "SIGNOFF". A list of options is provided, including "Select Term", "Register/Add/Drop Classes", "Look-up Classes to Add", "Student Schedule by Day & Time", "Student Detail Schedule", "Withdrawal Information", "Check Your Registration Status", and "Pay by Credit Card". A "RELEASE: 7.4" notice is visible at the bottom left. Two black arrows originate from the text above: one points to the "Student Schedule by Day & Time" link, and the other points to the "Student Schedule by Day and Time" page shown in the adjacent screenshot.

This screenshot displays the "Student Schedule by Day and Time" page. The page title is "Student Schedule by Day and Time:" and it includes a search bar and navigation links. The date and time are shown as "Apr 28, 2008 09:52 am". A message states: "Following is your schedule by day and time. Classes which are still not scheduled or that fall within a different date range than the normal term are listed at the bottom of the page." There is a "Go to (MM/DD/YYYY):" field with a "Submit" button. The schedule is presented in a table format for the "Week of Apr 28, 2008 (32 of 38)".

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4pm		SPCH 112-001 90-4B2 Class 4:00 pm- 5:20 pm ACK 103		SPCH 112-001 90-4B2 Class 4:00 pm- 5:20 pm ACK 103			
5pm							

At the bottom of the page, there are links for "[Select Term | Add/Drop Classes | Detail Schedule | Look-up Classes to Add]", a "RELEASE: 7.3.2.1" notice, and a "powered by SUNGARD HIGHER EDUCATION" logo.

The second option is "Student Detail Schedule".

Registration - Microsoft Internet Explorer

Address: https://bandev.ous.edu/ouost/owa/tvbkwbis.P_GenMenu?name=bmenu.P_RegMnu

EASTERN OREGON UNIVERSITY

Personal Information Student and Financial Aid

Search [] [Go]

Registration

Select Term

- Register/Add/Drop Classes
- Look-up Classes to Add
- Student Schedule by Day & Time
- Student Detail Schedule
- Withdrawal Information
- Check Your Registration Status
- Pay by Credit Card

RELEASE: 7.4

Student Detail Schedule - Microsoft Internet Explorer

Address: https://bandev.ous.edu/ouost/owa/tvbkwbis.P_CrseSchdDet

EASTERN OREGON UNIVERSITY

Personal Information Student and Financial Aid

Search [] [Go]

Student Detail Schedule:

Spring 2008
Apr 28, 2008 09:58 am

Total Credit Hours: 3.000

Associated Term: Spring 2008
CRN: 90482
Status: **Web Registered** on Apr 24, 2008
Assigned Instructor: April Curtis
Grade Mode: Graded (A-F)
Credits: 3.000
Level: Undergraduate
Campus: EOU Main Campus (La Grande)

Time	Days Where	Date Range	Instructors
4:00 pm - 5:20 pm TR	Ackerman School 103	Mar 31, 2008 - Jun 13, 2008	April Curtis

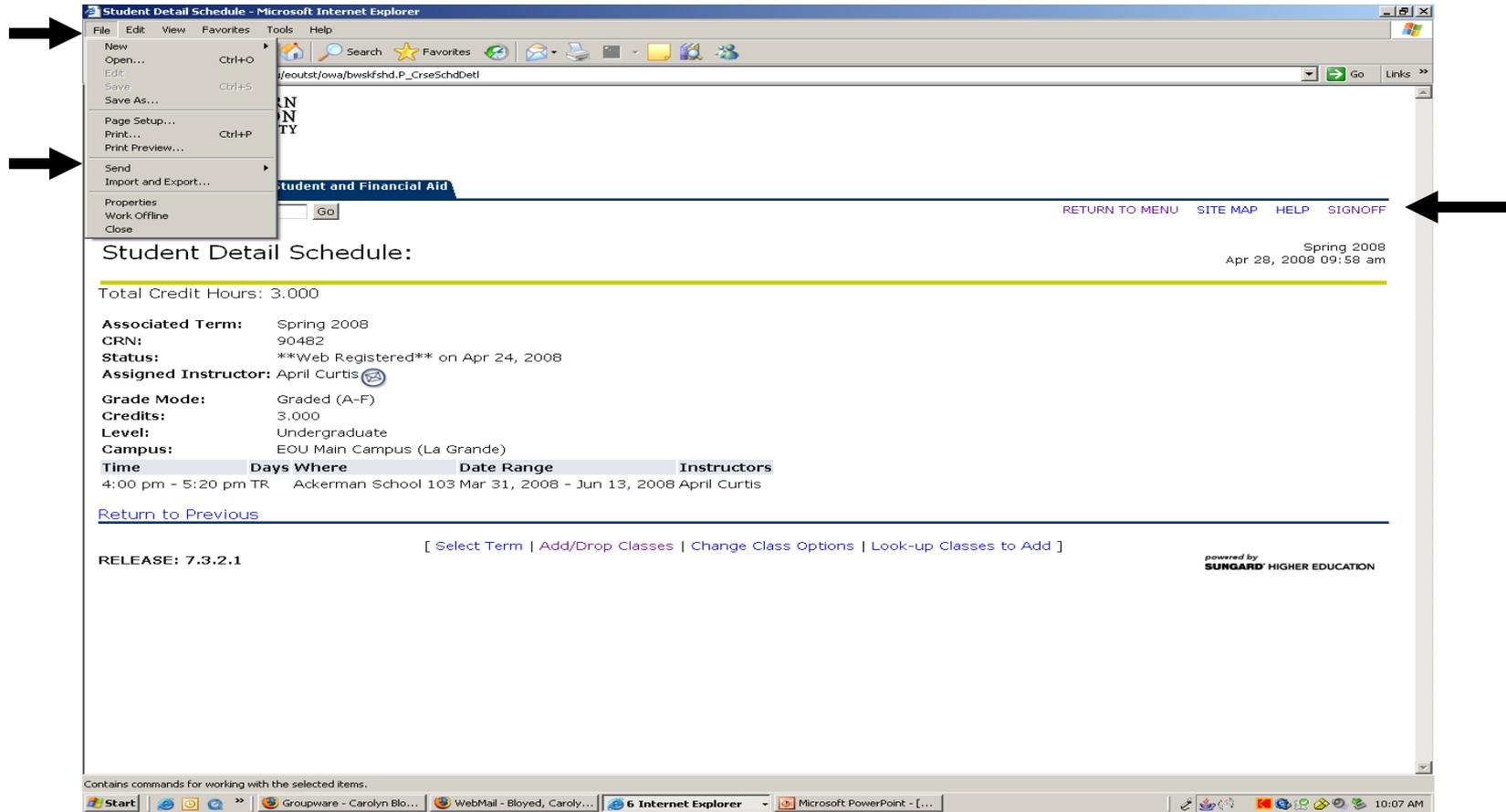
Return to Previous

[Select Term | Add/Drop Classes | Change Class Options | Look-up Classes to Add]

RELEASE: 7.3.2.1

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To print a copy of your schedule, click on the “File” in the upper left corner and choose “Print” from the drop down menu.



When you are finished with your schedule, click on “Sign Off” in the upper right corner.