1. From the ECU Main Web page (www.ecu.edu), click the Pirate Port link.

2. **Log into Pirate Port** with your Pirate ID and Passphrase.

3. **Click** on the **Main SSB Menu** link from the “Banner Self Service Links” widget.

4. **Click** on the **Continue Button** after reading the “Something Important to Know” popup window.
5. **Click on the Registration link** on the Student Tab.

6. **Click on the Add or Drop Classes link.**

7. **Select Registration Term** from the Select a Term pull down menu.

8. **Enter your Registration PIN number** from your advisor and **click the Submit button**.

   **Undergraduates**: Please contact your advisor for your registration PIN.

   **Graduate and Non Degree Students**: do not need a Registration PIN number
9. Click on the **Class Search button** to search for a class.

10. Search for a Class:
   - Search by Subject by clicking on the Course Subject and then clicking the Course Search button to see all courses available in that subject.
   - Search by Advanced Search for a more defined search using specific search criteria such as course number, instructional method, instructor, time and/or day, etc. A list of specific class and sections available will be listed.
11. If you are using Course Search, a list of specific courses under that subject will be listed. **Click on the View Sections button** next to the course to view the course details and to register for a specific section.

![Image of Course Search interface]

12. **Select** the section you want **by checking the box next to that section**. **NOTE:** If a “C” appears, this section is closed. Please review the tutorial “Course Wait Lists” for more information on how to be wait listed for a course.

![Image of Course Search interface with section selection]

13. After checking the appropriate section, scroll to the bottom and **click on the Register button**.

![Image of Course Search interface with Register button highlighted]

14. You will be taken back to your schedule to view it with the new class added.
15. If there were any errors (pre-requisite, co-requisite, time conflicts, other restrictions), the error would display with your schedule and the course will not be added. **NOTE: Please contact your advisor if you receive a registration error.**