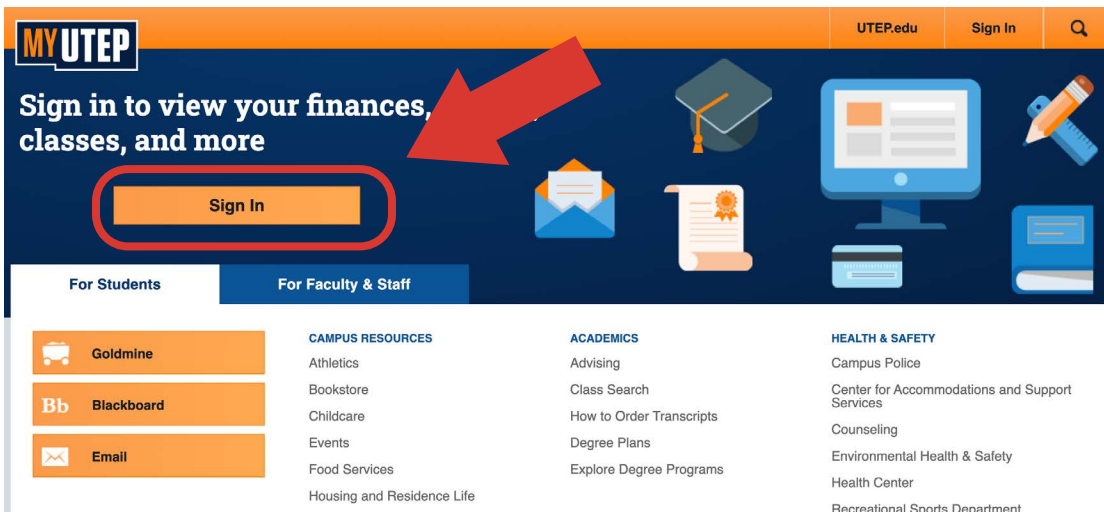


**Friendly reminder:** UTEP Connect courses are **NOT** searchable on Goldmine.

## Step 1:

With your UTEP credentials, sign in on [my.utep.edu](https://my.utep.edu).



## Step 2:

Once you are signed in, find the tab for Goldmine on the left and click on it.

## Step 3:

Log into Goldmine with your UTEP credentials, and then once logged in, look for "Registration."

- Student Menu
- Personal Information
  - Profile
  - Financial Aid and Scholarships
  - **Registration**
  - View Holds
  - Midterm Grades
  - Final Grades
  - Academic Transcript
  - Pete's Payment Options
  - Tax Information
  - Degree Evaluation
  - Enrollment Verification
  - Order Official Transcript

## Step 4:

Click on "Registration" and then on "Register for Classes."

The screenshot shows the 'Registration' page with a breadcrumb trail: Student > Registration. Below the header, there is a section titled 'What would you like to do?' containing six options:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule. (This option is highlighted with a red box and a red arrow pointing to it from the right.)
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**: View your past schedules and your ungraded classes.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

## Step 5:

Select the correct term and click "Continue."

The screenshot shows the 'Select a Term' page with the UTEP logo and the breadcrumb trail: Student > Registration > Select a Term. The main heading is 'Select a Term'. Below it, there is a dropdown menu labeled 'Terms Open for Registration' with the text 'Select a term...' and a downward arrow. A 'Continue' button is located below the dropdown.

## Step 6:

After selecting the term and clicking "Continue," click on the "Enter CRN" tab.

To add more CRN numbers, please select "Add Another CRN" as many times as needed. When you do this, additional blank boxes will appear. Make sure to enter the CRN numbers that correspond to the courses in which you intend to register.

Once the CRN numbers have been typed inside the boxes, click "Add to Summary."

The screenshot shows the 'Register for Classes' page with the breadcrumb trail: Find Classes > Enter CRNs > Plans > Schedule and Options. The main heading is 'Register for Classes'. Below it, there is a section titled 'Enter Course Reference Numbers (CRNs) to Register' with the text 'Term: Fall 2023'. There is a 'CRN' input field, a '+ Add Another CRN' link, and an 'Add to Summary' button. A red box highlights the 'Enter CRNs' tab, and red arrows point to the 'Add to Summary' button and the 'Add Another CRN' link.

## Step 7:

You will find a summary list of all your courses, marked as "Pending" in the lower right hand corner.

**MAKE SURE** to double-check that you are registering for the correct courses. Once you have ensured that all the correct courses are listed, select "Submit" to complete registration.

The screenshot shows the 'Register for Classes' interface. At the top, there are navigation links: Student, Registration, Select a Term, and Register for Classes. Below this is the 'Register for Classes' section with tabs for Find Classes, Enter CRNs, Plans, and Schedule and Options. The 'Enter Course Reference Numbers (CRNs) to Register' section is active, showing a form for entering CRNs for the Fall 2023 term. A large red arrow points to the 'Add to Summary' button. Below the form is a 'Summary' table with columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. The table lists four courses: Gender & Popular Culture, Art Exploration, Victimology, and Intro to Criminal Justice. The first two courses have a status of 'Pending', while the last two are 'Registered'. A 'Submit' button is highlighted with a red box in the bottom right corner.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Gender & Popular Culture	WS 3331, 01	3	12646	Lecture (LECT)	Pending	Registered by Web
Art Exploration	ART 3300, 002	3	17016	Lecture (LECT)	Pending	Registered by Web
Victimology	CRJ 4317, 001	3	13359	Lecture (LECT)	Pending	Registered by Web
Intro to Criminal Justice I	CRJ 1301, 013	3	13654	Lecture (LECT)	Pending	Registered by Web

## IMPORTANT

If registration was successful, your "Pending" courses will now show as "Registered."

The screenshot shows the 'Summary' table after registration. The status of the courses has changed: 'Gender & Popular Culture' and 'Art Exploration' now show 'Errors Preventing Regis...' (likely 'Errors Preventing Registration'), while 'Victimology' and 'Intro to Criminal Justice' now show 'Registered' in green. The 'Submit' button is still visible in the bottom right corner.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Gender & Popular Culture	WS 3331, 01	3	12646	Lecture (LECT)	Errors Preventing Regis...	Remove
Art Exploration	ART 3300, 002	3	17016	Lecture (LECT)	Errors Preventing Regis...	Remove
Victimology	CRJ 4317, 001	3	13359	Lecture (LECT)	Registered	None
Intro to Criminal Justice I	CRJ 1301, 013	3	13654	Lecture (LECT)	Registered	None

If you encounter any issues or errors that prevent you from registering, contact your Academic Advisor at [ucadvising@utep.edu](mailto:ucadvising@utep.edu). If possible, provide a screenshot of the errors for a more accurate solution.