



# Online Registration Instructions

## **STEP 1: VIEW COURSE OFFERINGS**

Course offerings are available online at [cbshouston.edu/registration](http://cbshouston.edu/registration). To expedite registration, predetermine your course selection along with section numbers prior to attempting to register. To begin online registration, you must have your student ID and PIN number. If you have forgotten your Student ID and/or PIN, click the link on the login page to retrieve it. **If you have any questions, please contact us at [registrar@cbshouston.edu](mailto:registrar@cbshouston.edu) or 832.252.4631.**

## **STEP 2: LOGIN TO BEGIN THE REGISTRATION PROCESS**

- Access [myrecords.cbshouston.edu](http://myrecords.cbshouston.edu).
- Enter your Student ID and PIN
- Click **LOGIN** (If you have forgotten your PIN and/or ID, please click listed below the **LOGIN** button)
- Click **Registration Tab**

**NOTE: You will be directed to the HOLDS icon for (1) updating your biographical information and (2) accepting the registration agreement.**

- Click: HOLDS icon located in upper right corner of the screen
- Click: Registration Agreement (when finished reading scroll down and click "I Accept")
- Click: Update your biographical information. Click "I accept" You will be directed to the BIO screen for updating. When you have finished updating this screen, click 'Submit' at the bottom of the screen.
- Click: Registration tab if bio information is correct

## **STEP 3: REGISTER FOR YOUR CLASSES**

When admitted to the registration screen, repeat the below process for each course:

- Click on the first letter of the course number (i.e. M for MSMN1301)
- Click on the selected course number (pay close attention to the section letter)
- Continue to select courses until you have selected all the courses you wish to register for
- Once finished selecting courses, click on "Continue with Step 2"
- Confirm that the course selection is correct (pay close attention to the section letter)
- Click on "Step 2 of 3 – Continue" (fee summary will appear on the next screen)
- Tuition and General fee will appear on next on the screen
- Click Complete Registration

**Note: By clicking "Complete Registration" student is responsible for tuition and fees.**

## **STEP 4: FINAL STEP: MAKE YOUR PAYMENT OR ENROLL IN A PAYMENT PLAN**

- Go to Billing tab
- Click on Make a payment/payment plan
- You will be directed to NELNET e-cashier

**NOTE: If you plan to pay by cash or check in full, you need to pay at bookstore. If you plan to pay in full by credit/debit card or check or make payments arrangements you need to do it through NELNET e-cashier. Please be aware that there is a \$25 fee to participate in payment plans.**

**Registration is not complete until all financial obligations have been met or satisfactory arrangements have been made.**