

MIDAMERICA

NAZARENE UNIVERSITY

Registration Process for First Time Users

Step-by-Step Directions Online Registration Form - NEW STUDENTS* ONLY

Go directly to the registration page by going to ssb.mnu.edu and follow these directions.

1. Select: Continuing Education
2. Select: First time user account creation
3. Follow instructions to Complete Application (4 quick sections), Agree to Terms, Get your M#
4. Admission Term: 2016-2017/Graduate
5. Select: Access Web for Student
6. Select: Registration
7. Select: Add/Drop Class
8. Select: 2016-2017/Graduate
9. Enter CRN: provided to you by your service center
10. Select: Submit Changes at the bottom of page
11. Enter: Start date only (**today's date**)
12. Select: Submit Changes
13. Select: Registration fee Assessment

Payment Process

1. Select: Make a Payment**
2. Select: [Click here to make a Payment](#)
3. Select: Balance (2016-2017/Graduate)
4. Select: Add to Pending Payments
5. Verify the balance is correct in the shopping cart, then select **CHECKOUT**
6. Select your method of payment: Credit Card or electronic check, click on [Continue Checkout](#)
7. Enter your payment information, click on [Continue Checkout](#)
8. Continue following directions on the screen to process your payment.

*New Student = NEVER taken credit from MNU previously

**If you do not make a payment, you will not be registered for the course.

Questions? med@mnu.edu or 913.971.3292