Flexible Registration Help
Sample Screen Images & Next Steps

Upon entering into a program’s catalog, you should be brought directly to the **Schedule Builder**. The **Schedule Builder** will show the course available for registration.

Hover your computer’s mouse over the course and two icons will appear – a magnifying glass and a plus sign.

By clicking on the magnifying glass icon, details of the course will display. There are multiple tabs: **Overview**, **Meeting Times**, **Restrictions**, and **Additional Materials**. The main **Overview** tab provides most of the details to the course.

You can **Add** the course to the **Schedule Builder**. Otherwise click **Close**.
By clicking the plus sign icon (or having clicked the Add button from the course details), you will be presented with a **Select Start Date** window. Click on the calendar to select your start date from the available start date(s).

After selecting the start date, click **Add to schedule builder**.

Now click the **Register** button
You will now be faced with a new window.

If you already have an NSU ID and WebStar PIN, please **Sign In**. Otherwise, click the **Create New Account** button.

The **Create a New Account** requests standard biographical data. Some elements are required (designated with an asterisk) and others are not.

Upon answering all questions, the read and click the **I agree** statement and type in the security text. Next, click the **Submit** button.

The system will then check to see if you already exist in our system.

- If it appears that you do exist in the system, a warning message will appear that you should **Login** with existing NSU credentials.
• If you know that you have never attended NSU, click **Create New Account**.

If you do not exist in the system or if you clicked the **Create New Account**, the system will generate and display your new NSU ID and your WebStar PIN.

You will then be asked to answer a security question. This enables you to retrieve your credentials later should you return to register for another course.
The Registration Results will now be presented.

Click Finalize registration. The “Final Invoice” will appear.

You are now ready to retrieve your SharkLink (SharkLearn) credentials to enter the on-line course!
Go to: https://www.nova.edu/sbin/nsulookup/ac/sharklook

Select either **Option 1** (if you provided your SSN when registering for the course) or **Option 2**.

The window will expand and display whichever option you chose.

Enter the information and then click the “I have read…” statement. Click **Submit**.

You will next be presented with a window which shows your SharkLink ID. **Take note of this ID!**

(Note: for purposes of this document, the personal information has been removed)

You would select to have the password email to you.
Once you have received the email with the SharkLink Password, you can now log into your course by going to SharkLearn at: https://sharklearn.nova.edu/webapps/login/