

# MSB REGISTRATION INSTRUCTIONS

## Step 1:

Go to <https://cardinalstation.catholic.edu/>.

The screenshot shows the website's header with the logo for THE CATHOLIC UNIVERSITY OF AMERICA and navigation links like 'Catholic.edu Home', 'Site Map', 'SEARCH', and 'INFORMATION FOR...'. A red banner contains 'CARDINAL STATION' and 'Tech Services'. Below this, a message box states: 'All Cardinal Station systems are operating normally. Please access a system below, or [learn more](#) about each system.' Three service tiles are visible: 'Cardinal Students', 'Cardinal Faculty and Staff', and 'Cardinal Financials'. A right-hand menu lists: 'CARDINAL STATION', 'Access Procedures and Request Forms', 'Academic Calendar', 'Admissions Application', 'Cardinal Learn', and 'Cardinal Card'.

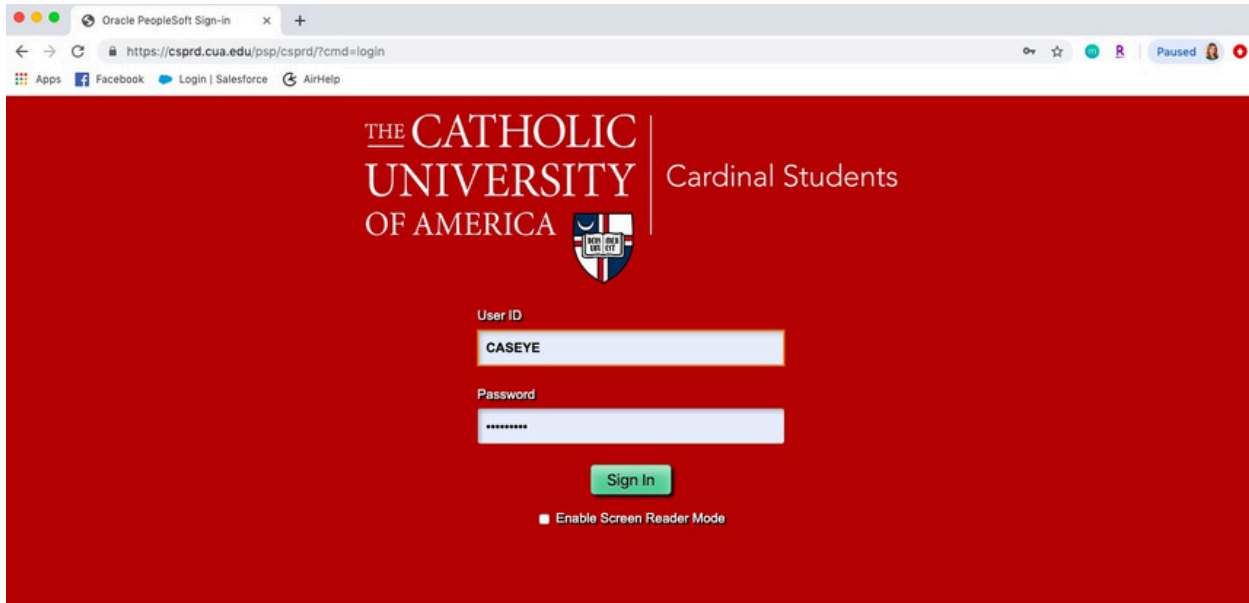
## Step 2:

Click on "Cardinal Students".

This screenshot is identical to the previous one, but a green circle highlights the 'Cardinal Students' tile in the service menu.

## Step 3:

Enter your Catholic U username and password and click “Sign In” (if you don’t remember your password or need to reset it, click [here](#) for instructions).

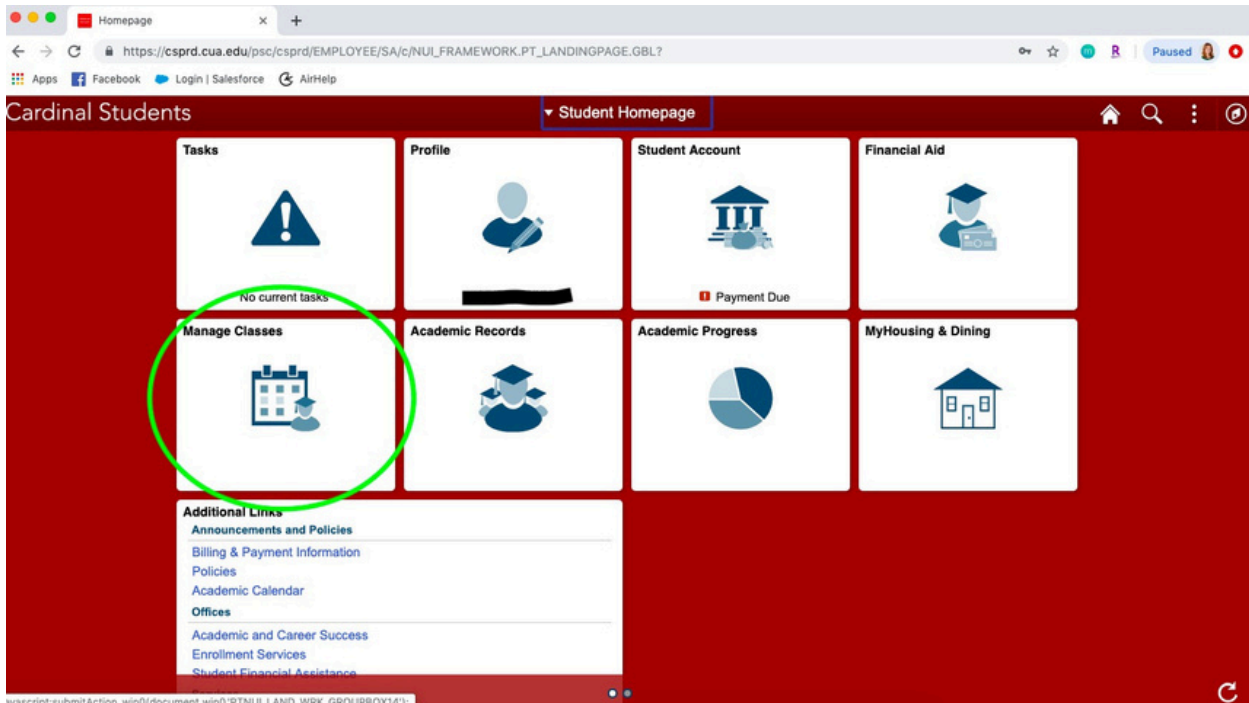


The screenshot shows a web browser window with the URL <https://cspdr.cua.edu/psp/cspdr/?cmd=login>. The page features the logo for THE CATHOLIC UNIVERSITY OF AMERICA and the text "Cardinal Students". Below the logo, there is a login form with the following fields:

- User ID: CASEYE
- Password: [Redacted]
- Sign In button
- Enable Screen Reader Mode checkbox

## Step 4:

You will see this screen once you log in. Click “Manage Classes.”



The screenshot shows the "Cardinal Students" Student Homepage. The page is titled "Cardinal Students" and "Student Homepage". It features a grid of tiles for various services:

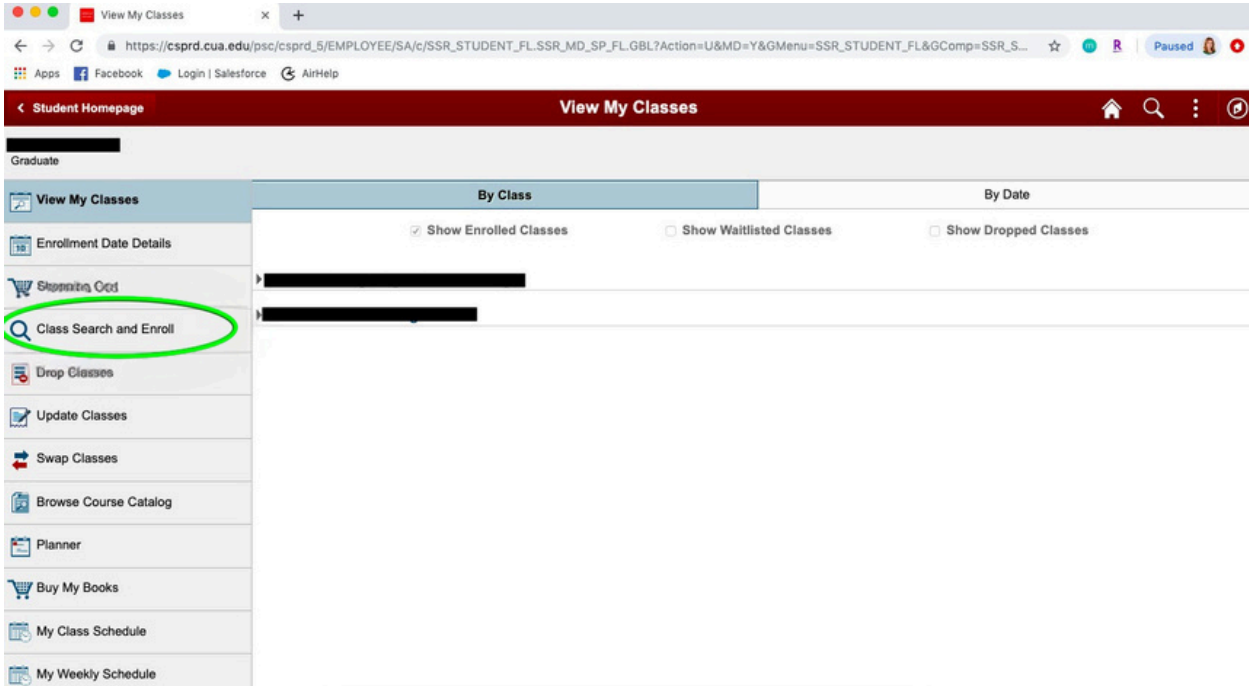
- Tasks: No current tasks
- Profile: [Redacted]
- Student Account: Payment Due
- Financial Aid
- Manage Classes (highlighted with a green circle)
- Academic Records
- Academic Progress
- MyHousing & Dining

Below the grid, there is an "Additional Links" section with the following links:

- Announcements and Policies
- Billing & Payment Information
- Policies
- Academic Calendar
- Offices
- Academic and Career Success
- Enrollment Services
- Student Financial Assistance

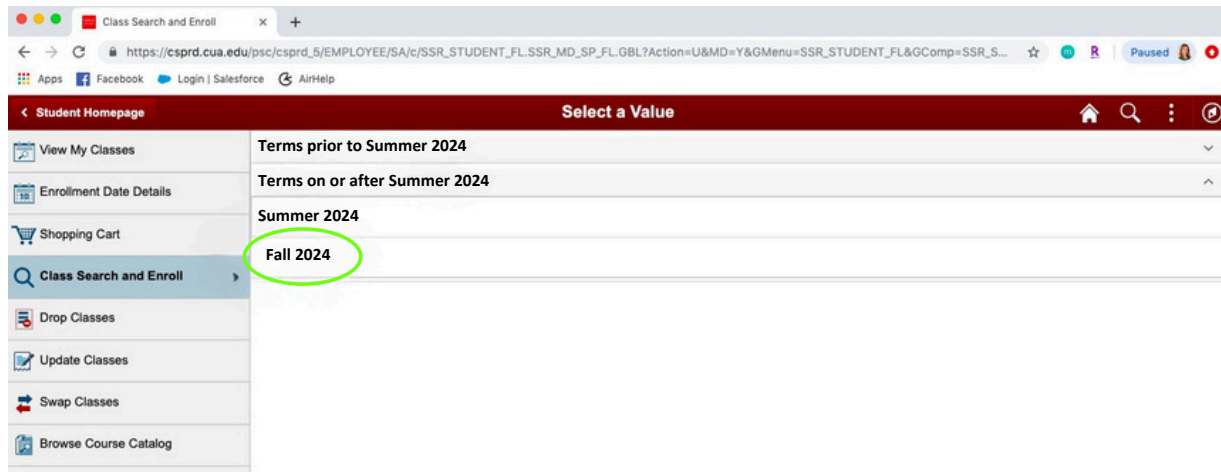
# Step 5:

Next, click on “Class Search and Enroll.”



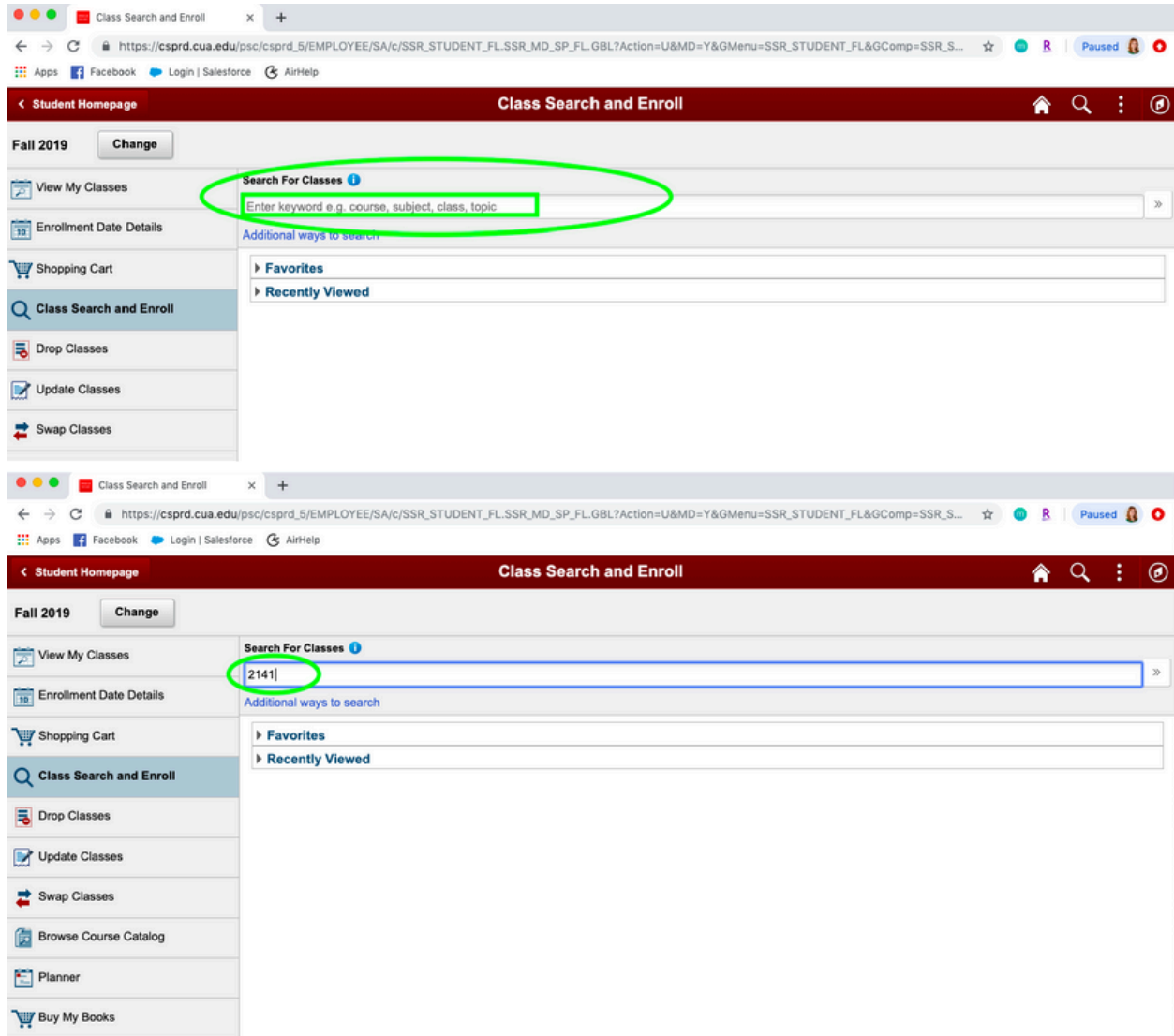
# Step 6:

Select the correct term for which you are registering (fall or spring).



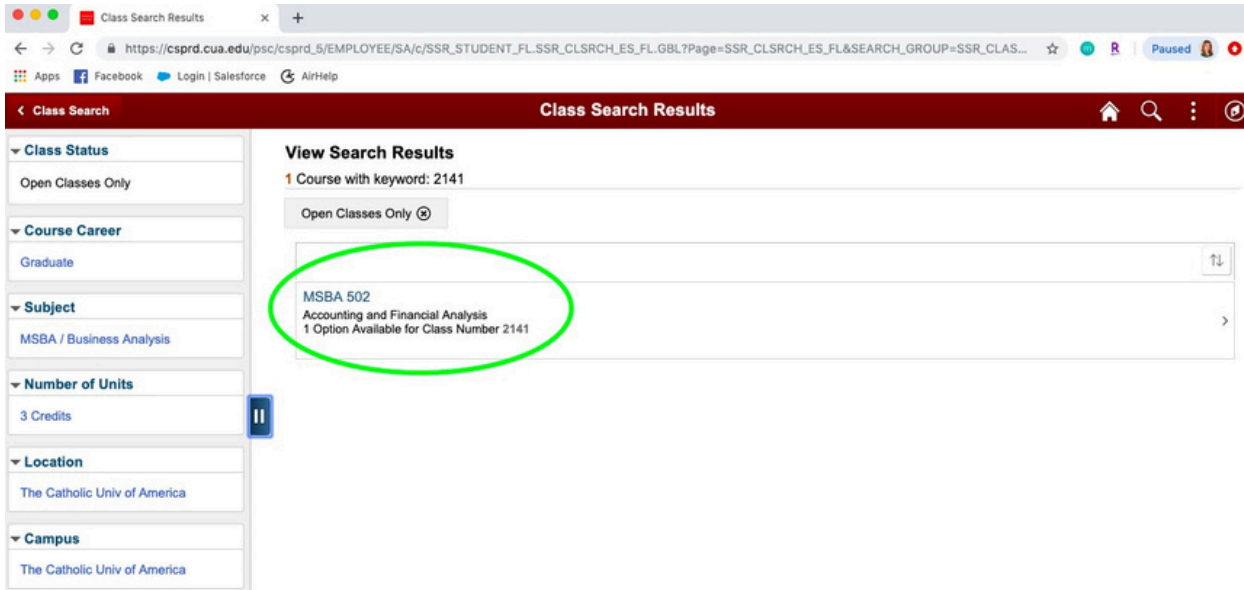
# Step 7:

Enter a course number (found on your MSB Course Registration Sheet).



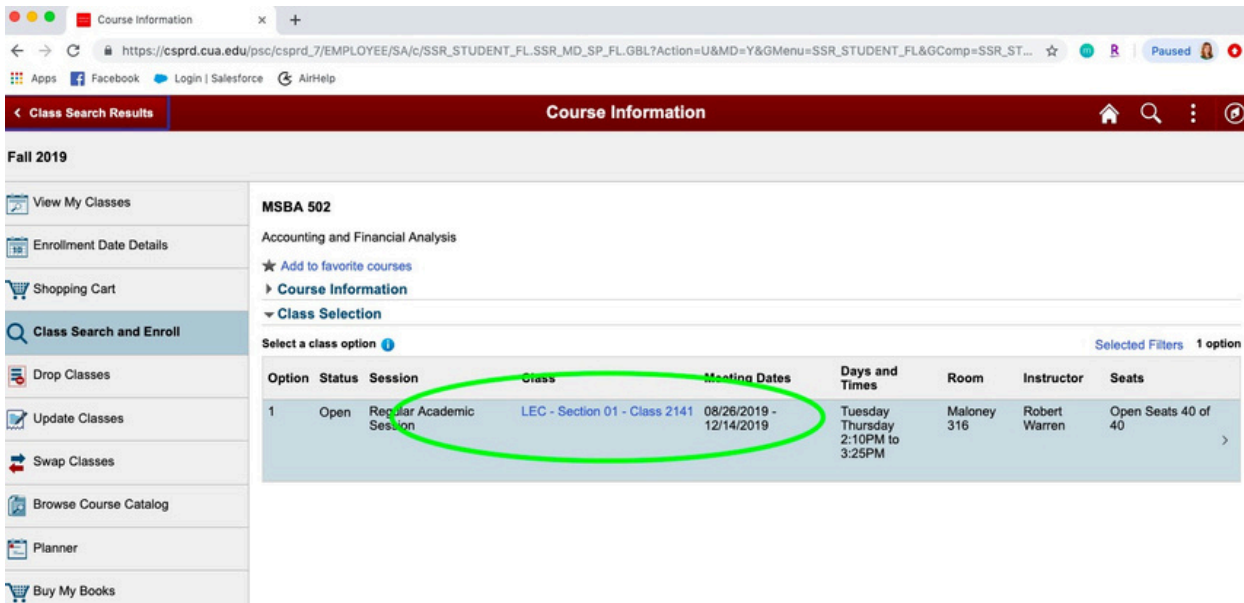
# Step 8:

Click on the course when it appears.



# Step 9:

Click on the section in which you would like to enroll (MSB courses have one section only).



# Step 10:

Click on “Next” in the upper right-hand corner of the screen.

The screenshot shows a web browser window with the URL [https://csprd.cua.edu/psc/csprd\\_7/EMPLOYEE/SA/c/NUI\\_FRAMEWORK.PT\\_AGSTARTPAGE\\_NUI.GBL?Page=PT\\_AGSTARTPAGE\\_NUI&Action=U&ACAD\\_CAREE...](https://csprd.cua.edu/psc/csprd_7/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?Page=PT_AGSTARTPAGE_NUI&Action=U&ACAD_CAREE...). The page title is "Class Search and Enroll". In the top right corner, a "Next >" button is circled in green. The page content includes a sidebar with a progress indicator showing three steps: "1 Review Class Selection Visited", "2 Enroll or Add to Cart Not Started", and "3 Review and Submit Not Started". The main content area is titled "Step 1 of 3: Review Class Selection" and shows "You have selected MSBA 502 Accounting and Financial Analysis" with an "Option Status" of "Open". Below this is a table with the following data:

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section 01 - Class 2141	Regular Academic Session	08/26/2019 - 12/14/2019	Tuesday Thursday 2:10PM to 3:25PM	Open Seats 40 of 40

# Step 11:

Select the “Enroll” option in the middle of the screen, and then click “Next”.

The screenshot shows the same web browser window, now on the "Enroll or Add to Cart" page. The URL is the same. In the top right corner, a "Next >" button is circled in green. The sidebar progress indicator shows "1 Review Class Selection Complete" and "2 Enroll or Add to Cart Visited". The main content area is titled "Step 2 of 3: Enroll or Add to Cart" and asks "Do you wish to enroll or add the class to your Shopping Cart?". There are two radio button options: "Enroll" (which is selected and circled in green) and "Add to Shopping Cart".

# Step 12:

Click "Submit."

Class Search and Enroll

Fall 2019  
Graduate  
The Catholic University of America

1 Review Class Selection Complete

2 Enroll or Add to Cart Complete

3 Review and Submit Visited

**Step 3 of 3: Review and Submit**

You have selected to enroll in

**MSBA 502 Accounting and Financial Analysis**

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section 01 - Class 2141	Regular Academic Session	08/26/2019 - 12/14/2019	Tuesday Thursday 2:10PM to 3:25PM	Open Seats 40 of 40

Submit

Repeat the above steps to add each course to your schedule.

If you have any problems, contact: Alyssa Conlon at [eubanksa@cua.edu](mailto:eubanksa@cua.edu)