

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

The screenshot shows the top of the Cardinal Station website. The browser address bar displays <https://cardinalstation.catholic.edu>. The header includes the Catholic University of America logo and navigation links: Catholic.edu Home, Site Map, SEARCH, and INFORMATION FOR... Below the header is a red banner with the text "CARDINAL STATION" and a "Tech Services" link. A secondary navigation bar contains links for Request Information, Visit Campus, Virtual Tour, and Apply. The main content area features a status message: "All Cardinal Station systems are operating normally. Please access a system below, or [learn more](#) about each system." Below this are three cards, each with a cardinal logo and a system name: "Cardinal Students", "Cardinal Faculty and Staff", and "Cardinal Financials Financial System". To the right, a sidebar lists various services: CARDINAL STATION, Access Procedures and Request Forms, Academic Calendar, Admissions Application, Cardinal Learn, and Cardinal Card.

Click on "Cardinal Students".

This screenshot is identical to the previous one, but with a green circle highlighting the "Cardinal Students" link in the main content area. The circle is drawn around the cardinal logo and the text "Cardinal Students" on the first card.

Enter your Catholic U username and password and click “Sign In”.

The screenshot shows the login page for Cardinal Students at The Catholic University of America. The page has a red background. At the top, the university's name and logo are displayed. Below the logo, there are two input fields: "User ID" with the text "CASEYE" and "Password" with masked characters. A green "Sign In" button is positioned below the password field. At the bottom, there is a checkbox labeled "Enable Screen Reader Mode". The browser's address bar shows the URL: <https://csprd.cua.edu/psp/csprd/?cmd=login>.

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

The screenshot shows the "Student Homepage" of the Cardinal Students portal. The page has a red header with the text "Cardinal Students" and a dropdown menu set to "Student Homepage". Below the header, there is a grid of eight tiles. The "Manage Classes" tile, which features a calendar icon, is circled in green. Other tiles include "Tasks" (with a warning icon and "No current tasks"), "Profile" (with a person icon), "Student Account" (with a building icon and "Payment Due"), "Financial Aid" (with a graduation cap icon), "Academic Records" (with a graduation cap icon), "Academic Progress" (with a pie chart icon), and "MyHousing & Dining" (with a house icon). At the bottom left, there is a section titled "Additional Links" with a list of links: "Announcements and Policies", "Billing & Payment Information", "Policies", "Academic Calendar", "Offices", "Academic and Career Success", "Enrollment Services", and "Student Financial Assistance". The browser's address bar shows the URL: [https://csprd.cua.edu/psc/csprd/EMPLOYEE/SA/c/NUJ\\_FRAMEWORK\\_PT\\_LANDINGPAGE.GBL?](https://csprd.cua.edu/psc/csprd/EMPLOYEE/SA/c/NUJ_FRAMEWORK_PT_LANDINGPAGE.GBL?)

Next, click on “Class Search and Enroll”.

The screenshot shows a web browser window with the URL [https://csprrd.cua.edu/psc/csprrd\\_5/EMPLOYEE/SA/c/SSR\\_STUDENT\\_FL.SSR\\_MD\\_SP\\_FL.GBL?Action=U&MD=Y&GMenu=SSR\\_STUDENT\\_FL&GComp=SSR\\_S...](https://csprrd.cua.edu/psc/csprrd_5/EMPLOYEE/SA/c/SSR_STUDENT_FL.SSR_MD_SP_FL.GBL?Action=U&MD=Y&GMenu=SSR_STUDENT_FL&GComp=SSR_S...). The page title is "View My Classes". On the left sidebar, the "Class Search and Enroll" option is highlighted with a green circle. The main content area shows a table with two columns: "By Class" and "By Date". Under "By Class", there are two rows of data, each with a redacted name and a redacted class number. Under "By Date", there are two rows of data, each with a redacted name and a redacted class number. The table also has checkboxes for "Show Enrolled Classes", "Show Waitlisted Classes", and "Show Dropped Classes".

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

The screenshot shows a web browser window with the URL [https://csprrd.cua.edu/psc/csprrd\\_5/EMPLOYEE/SA/c/SSR\\_STUDENT\\_FL.SSR\\_MD\\_SP\\_FL.GBL?Action=U&MD=Y&GMenu=SSR\\_STUDENT\\_FL&GComp=SSR\\_S...](https://csprrd.cua.edu/psc/csprrd_5/EMPLOYEE/SA/c/SSR_STUDENT_FL.SSR_MD_SP_FL.GBL?Action=U&MD=Y&GMenu=SSR_STUDENT_FL&GComp=SSR_S...). The page title is "Class Search and Enroll". On the left sidebar, the "Class Search and Enroll" option is highlighted with a green circle. The main content area shows a dropdown menu titled "Select a Value". The dropdown menu has three options: "Terms prior to Summer 2019", "Terms on or after Summer 2019", and "Summer 2019". The "Fall 2019" option is highlighted with a green circle.

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

This screenshot shows the 'Class Search and Enroll' page. The left sidebar contains navigation links: View My Classes, Enrollment Date Details, Shopping Cart, Class Search and Enroll (highlighted), Drop Classes, Update Classes, and Swap Classes. The main content area has a 'Search For Classes' section with a text input field containing the placeholder 'Enter keyword e.g. course, subject, class, topic'. This input field is circled in green. Below it are sections for 'Favorites' and 'Recently Viewed'.

This screenshot shows the same 'Class Search and Enroll' page, but the search bar now contains the text '2141', which is also circled in green. The left sidebar now includes an additional link, 'Browse Course Catalog', below 'Planner'. The 'Favorites' and 'Recently Viewed' sections remain empty.

Click on the course when it appears.

This screenshot shows the 'Class Search Results' page. The left sidebar has filter categories: Class Status (Open Classes Only), Course Career (Graduate), Subject (MSBA / Business Analysis), Number of Units (3 Credits), Location (The Catholic Univ of America), and Campus (The Catholic Univ of America). The main content area, titled 'View Search Results', shows '1 Course with keyword: 2141'. Below this is a filter for 'Open Classes Only'. The search results list shows 'MSBA 502 Accounting and Financial Analysis' with the note '1 Option Available for Class Number 2141'. This result is circled in green.

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

Course Information

Fall 2019

View My Classes

Enrollment Date Details

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

Planner

Buy My Books

MSBA 502

Accounting and Financial Analysis

Add to favorite courses

Course Information

Class Selection

Select a class option

Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	LEC - Section 01 - Class 2141	08/26/2019 - 12/14/2019	Tuesday Thursday 2:10PM to 3:25PM	Maloney 316	Robert Warren	Open Seats 40 of 40

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

Review Class Selection

Class Search and Enroll

Next

Fall 2019

Graduate

The Catholic University of America

Review Class Selection

Step 1 of 3: Review Class Selection

You have selected

MSBA 502 Accounting and Financial Analysis

Option Status Open

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

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

Enroll or Add to Cart

Class Search and Enroll

Previous Next

Fall 2019

Graduate

The Catholic University of America

Review Class Selection

Enroll or Add to Cart

Review and Submit

Step 2 of 3: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

Enroll

Add to Shopping Cart

Click “Submit”.

Review and Submit

https://csprd.cua.edu/psc/csprd\_7/EMPLOYEE/SA/c/NUI\_FRAMEWORK.PT\_AGSTARTPAGE\_NUI.GBL?Page=PT\_AGSTARTPAGE\_NUI&Action=U&ACAD\_CAREE...

Apps Facebook Login | Salesforce AirHelp

**Class Search and Enroll** < Previous

**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:

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