How to search for and register for classes using Student Toolbox

Step #1: Go to LWTech.edu.

Step #2: At the top of the page, hover over the "Current Students" dropdown (first menu item). Then click on “Student Toolbox”

Step #3: On the left side of the page is a list of options. Click on the “Schedule Planner” option.

Step #4: Make sure that “All locations” is highlighted and that the quarter you are trying to register for is selected under “Quarter.” Click on the button “Select Courses.”
Step #5: To see all classes offered, click “View Course list” at the bottom of the page.

Step #6: Find all of the Classes you are interested in and click their names so they appear in the boxes on the left. Once you are finished with your selection click “Submit Selections.”

Step #7: Look at all of the days and times available to avoid selecting classes that conflict with one another. Click the box under the “selection” column to choose the course you would like to register for. When done, click “Register” at the bottom right side of the screen.
Step #8: Enter your Student ID and your PIN. Your PIN is your six-digit birthdate (MM/DD/YY). Then click “Register.”

Step #9: You will be prompted to answer a few questions. Choose the answer that best applies to you and click “Continue” at the bottom of the page.

Step #10: You will now see your schedule. If everything is correct, press “finish” at the bottom right. If you get a screen that asks for entry codes, you will need to talk with an advisor and show them transcripts showing you meet the prerequisite or take the placement tests for math and English.

You are now registered for classes!