Student Registration Instructions

1. Go to https://www.kennesaw.edu/myksu/ and select the “Login” option under “Owl Express” and login using your KSU email and password.

2. Once logged into Owl Express, select the “Registration” tab.

3. Next, you will want to find the classes you want to add to your schedule. The best way to do this is by selecting the “Class Schedule Search” and finding a section you want.
4. After selecting the “Class Schedule Search”, you must select the term you are registering for;

5. Then, select the subject you are looking for and the course number and hit submit.

6. Once the search pulls up, find a section that works with your schedule and copy the “CRN”.

7. After finding the section that you would like to register for and copying the “CRN”, go back to the “Registration” tab in Owl Express and select “Class Registration (Add or Drop Classes).

8. Select the term that you’d like to register for.
9. Once you are on the class registration page, there will be an “Add Classes Worksheet” at the bottom of the page. This is where you will submit the CRNs that you’d like to register for.

10. Below is an example of how it should look when you’ve successfully registered for a course.