IDEAL Online Registration
Using myUB: A Step by Step Guide

*Important notice: Prior to registering for classes online, students must have their academic advisor’s approval.

1. Go to www.bridgeport.edu. Click on myUB

2. Select https://myub.bridgeport.edu and Log in using your UB user name and password and click “Submit”

3. Go to “Course Schedule Tab”

4. Click “Sections” and type in “IDEAL Fall 2012 and Course Number” and click “Search”

5. Under “Section Name,” carefully select your desired course

6. Click the “Add to preferred List” will state “Successfully added”

7. Click “Back Arrow” to return to “Sections Results” to select additional courses and repeat step 6

8. Once courses are selected, Click on “View Your Preferred List” at the bottom of the screen

9. Under Preferred Sections, select from the dropdown menu under Action “Register” for each chosen course

10. Click “Submit” at the bottom of the page

    Note: You may also drop/remove courses from the dropdown menu

11. You are Registered!!!

12. You will receive an email confirmation via your UB email address

    You can also check your grades and class schedule

    • Go to myUB
    • Login in using your UB user name and password
    • Go to WebAdvisor on the right hand side
    • Under Academic Profile, Click “My class schedule, Transcript, etc.
    • Also, you can check your Financial status and Financial Aid.