

Interested in Open Learning?

► Course Registration Step-by-Step:



THOMPSON RIVERS  UNIVERSITY

1. Visit www.truopen.ca/register

> Follow the link to “**Register Now**” and then click on “**TRU-OL Course Registration.**”

NEW TO TRU-OL? > SKIP TO STEP #3 TO AVOID THE LOGIN AND PASSWORD STEP DESCRIBED BELOW.
YOU WILL BE ABLE TO CREATE AN ACCOUNT AT THE TIME OF REGISTRATION AFTER STEP #7.

2. Login and Password:

a. Enter your TRU “**Login Name**” (the first part of your TRU email address before the @ symbol).

b. Enter your password.* Or, if this is your first login, try your birthday (YYMMDD).

*PLEASE CALL IT SERVICES AT 250.852.6800 DURING STANDARD BUSINESS HOURS (8:30AM TO 4:30PM)
IF YOU DO NOT KNOW YOUR LOGIN NAME OR PASSWORD.

3. Search for your courses using the course name, code or keywords. Please be aware of the link allowing you to use “**detailed course search options.**” Click the magnifying glass symbol to execute your search.

4. On the left side of the screen you will see a list of courses that meet your search criteria. Use your mouse to hover over the course you are interested in and click the magnifying glass (this will appear when you move your mouse over the course) to see additional information such as registration dates, costs and detailed course information. Note the “**W**” or “**P**” after each course title; these letters indicate if the course is web-based or print-based.

5. If you wish to register in the course, click the plus sign (+) to add to your schedule builder.

a. Enter today’s date as the start date, even if you don’t intend to start the course today.

b. Click on the “**Add to Schedule Builder**” button.

6. Additional courses may be added by using the “**Keyword Search**” and repeating steps #3 to #5.

7. Once you have selected your courses, they will appear in a list in the middle of your screen.

Click the “**Register**” button in the bottom right-hand corner to proceed.

IF THE COST OF A COURSE IS MORE THAN WHAT YOU WERE EXPECTING, IT MAY BE BECAUSE WE DON’T HAVE YOUR SOCIAL INSURANCE NUMBER. SIMPLY GIVE US A CALL AND WE WILL UPDATE YOUR ACCOUNT.

8. New students who did not login in step #2 above will be presented with an option to “**Create a New Account.**” Follow the prompts to create a new account and then proceed with step #9.

9. Click the “**Proceed to Payment**” button. Course materials including textbooks are included in the cost of the course and will be mailed to the address indicated in your student record.

a. Click on “**Show Details**” to review fees, including materials, tuition, administrative, technology and shipping fees.

10. Click the “**Proceed to Payment**” option (again, in the bottom right-hand corner) and follow the prompts to pay with your credit card.

11. Please contact us if you have problems or questions regarding your registration. From anywhere in Canada, call toll-free 1.800.663.9711. Students in Kamloops, BC and outside of Canada can call 250.852.7000. Our email address is student@tru.ca.