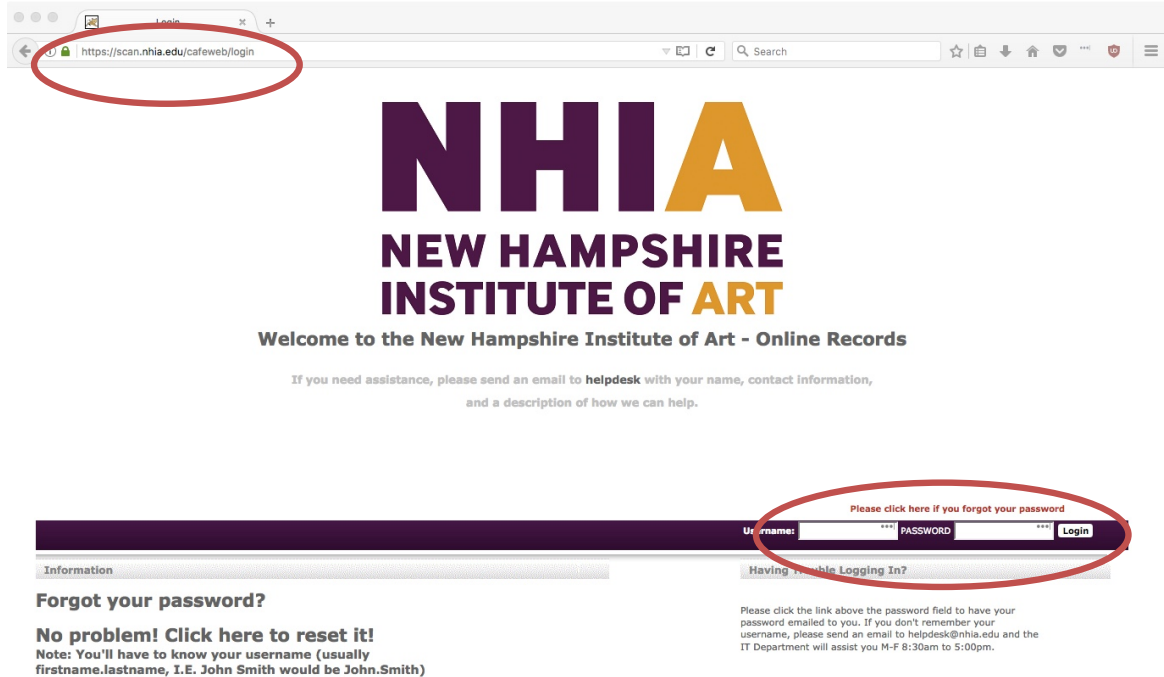**How do I register for classes online?**

Welcome to SCAN, our online campus information system (Also known interchangeably as CampusCafe)

The following instructions are to show you how to log into scan and get your class schedule.

1. In your web browser of choice (We prefer Firefox, but Safari and Internet Explorer work fine too) go to https://scan.nhia.edu
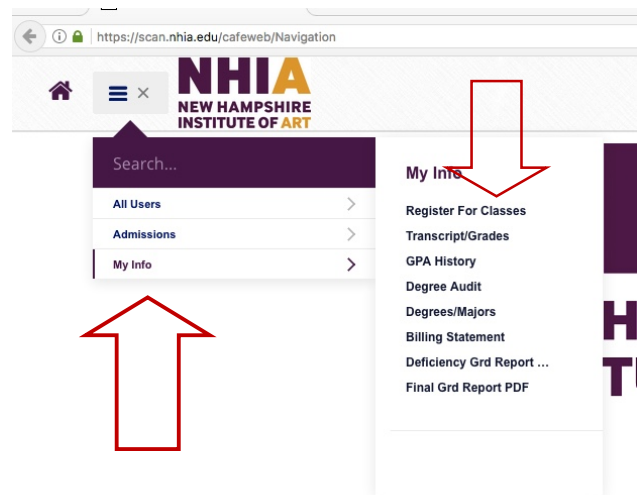

2. Login to scan using your username and password.

What's my username and password?!

If you've never logged in to SCAN before your username and password are:

Username: *firstname.lastname* (I.E. John Smith would be john.smith)

Password: *The last 9 digits of the ID number on your Student ID. This is your student ID number.*

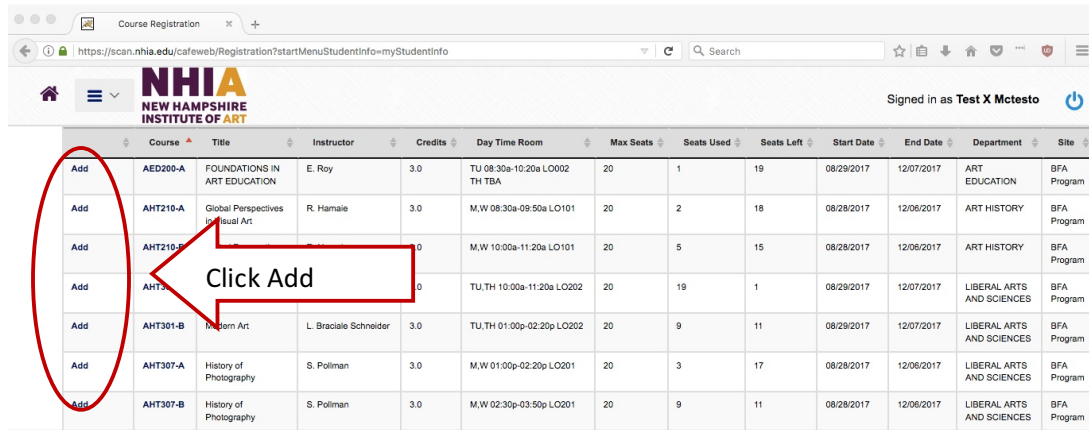3. Click on **My Info** then **Register for Classes**

4. Choose the *appropriate semester* from the drop down menu and click **Continue**

Please pick from the following semesters:

BFA Fall 2014   ▴▾   Continue

Powered by Campus Café

5. Click **Add** next to the course you want to add and it is deposited into the **Course Basket**.

	Course ▲	Title	Instructor	Credits	Day Time Room	Max Seats	Seats Used	Seats Left	Start Date	End Date	Department	Site
Add	AED200-A	FOUNDATIONS IN ART EDUCATION	E. Roy	3.0	TU 08:30a-10:20a LO002 TH TBA	20	1	19	08/29/2017	12/07/2017	ART EDUCATION	BFA Program
Add	AHT210-A	Global Perspectives in Visual Art	R. Hamaie	3.0	M,W 08:30a-09:50a LO101	20	2	18	08/28/2017	12/06/2017	ART HISTORY	BFA Program
Add	AHT210-B				M,W 10:00a-11:20a LO101	20	5	15	08/28/2017	12/06/2017	ART HISTORY	BFA Program
Add	AHT3				TU,TH 10:00a-11:20a LO202	20	19	1	08/29/2017	12/07/2017	LIBERAL ARTS AND SCIENCES	BFA Program
Add	AHT301-B	Modern Art	L. Braciale Schneider	3.0	TU,TH 01:00p-02:20p LO202	20	9	11	08/29/2017	12/07/2017	LIBERAL ARTS AND SCIENCES	BFA Program
Add	AHT307-A	History of Photography	S. Pollman	3.0	M,W 01:00p-02:20p LO201	20	3	17	08/28/2017	12/06/2017	LIBERAL ARTS AND SCIENCES	BFA Program
Add	AHT307-B	History of Photography	S. Pollman	3.0	M,W 02:30p-03:50p LO201	20	9	11	08/28/2017	12/06/2017	LIBERAL ARTS AND SCIENCES	BFA Program

Click Add

Current Semester: **BFA Fall 2017**
Course Basket

Your basket is empty.

Course Basket

6. Once you have finished adding courses to your basket you are done**.** At any time click on **My Info, Class Schedule / Grades** to view and print your schedule.