Student Instructions for Blazenet

From the Belhaven website www.belhaven.edu under the 'Current Students' section, click on “Blazenet” to access your account.

Your login Username is firstnamelastname and Your password is the last 6 digits of your student ID.

Once you are logged in, you will have every resource available to you as a student relating to your schedule, grades, finances and other general information.

In addition, you will be able to search for courses and register online each semester.
Online Registration

To register online, click on the “Register” tab, and then “Academic plan”.

Select the “General Ed/Worldview Curriculum” Plan.

Courses in your major are in the Major Academic Plan (i.e. Biology majors will look like “BS/Biology”).
Search for the Courses you need in the academic plan.

To find a section offered, double-click the magnifying glass to the left of the course.

To narrow your search, select the appropriate period (ex. 2011 Fall) and session (ex. JXN Trad).

This will prevent you from accidentally selecting a class that is in the wrong semester, or a class that is on the wrong campus.
To add courses to your shopping cart click on the “Add” Button beside each course you want to add to your schedule.

A popup will appear. Click on “View Cart” or “Proceed to Registration”.

To view your shopping cart, click on the “Register” tab, and then “Shopping Cart”.

Or, you can select more courses, click on Register tab, and then “Academic Plan”, and follow the same steps as above.
Make sure the classes in your **Shopping Cart** are correct, and click “Register”

**Click Next**

and then **Click Finish**
(you must click next to submit courses to your advisor for approval)

**Note**: This saves you a seat in the class.

But you won’t officially be registered until your Advisor approves your schedule.
Contact your Advisor and schedule a time to come to their office to have your Schedule Approved, and finalize your registration.

You will **not** be registered for classes until your Advisor Approves your schedule!!

Contact your Advisor by phone or email to schedule a time for them to approve your schedule.

Your registration will not be complete until you have contacted your advisor and they have approved your schedule!

*If you are unable to log into Blazenet, contact helpdesk@belhaven.edu*