You will receive an APU NetID and password from our IMT department as you proceed through the Admissions process. Once admitted, you will have access to enroll in classes (exception - enrollment for APS students is handled within the APS Office).

Logging into the APU Portal:
1. Go to home.apu.edu.
2. Click on the blue SIGN IN button.
3. Enter your APU NetID and Password and click the SIGN IN button.

Enrolling in Classes:
1. Click on the [Student Center] tab.
2. In the Academics section, click on the Enroll link.

From these tabs and sub-tabs, you have access to [Search] and [Enroll] functions and view access to [My Academics] and [My Class Schedule]:

3. On the [Enroll] tab > [Add] sub-tab, select the desired Term and click the CONTINUE button.
4. There are two ways to find the classes you want:
   a) If known, enter the 5-digit Class Number and click the ENTER button.
   OR
   b) Find class by Class Search and click the SEARCH button.
      Choose a Course Subject and/or enter a Course Number (101, 500, etc.)
      Choose the Career of the course (Graduate, Undergraduate, etc.)
      Choose a Location (Azusa, Orange County, Online, etc.)
      To include closed class options, uncheck the “Show Open Classes Only” box

In the Search Results, the first three sections of each class will automatically appear. To see all offered class sections, click View All Sections.

To view additional details regarding a class, click the Section link.
Here you will find important information specific to the class section.

A SELECT CLASS button will appear on classes that are 1) open, 2) in sessions available for enrollment and 3) don't already exist in your shopping cart.

5. Once you have found the desired class in the appropriate session, click on the SELECT CLASS button.
6. To add this class to your Shopping Cart, click the NEXT button.
7. You will see the class in your cart. Add any additional classes as needed.
8. Once your cart is ready, click the PROCEED TO STEP 2 of 3 button.
9. On the Confirm Classes screen, please read the Promise to Pay section and then click the "Agree" box.
10. Click the FINISH ENROLLING button to enroll in these classes.
11. The View Results screen will show your enrollment status, either Success or Error.
12. To protect your information, always click the Sign Out link at the top of the screen.

For log in or access problems - please contact the IMT Support Desk at support@apu.edu or 626-815-5050.

For questions regarding enrollment - please contact the appropriate Registrar’s Office:
Graduate Students – graduatecenter@apu.edu or 626-815-4570
Undergraduate Students – regofficeug@apu.edu or 626-812-3013