



Student Instructions: How to Use Add Authorization Codes

1. Go to the website: www.taftcollege.edu
2. Click on the **"Cougar Tracks Login Here"** button towards the bottom-middle of the page.
3. **Log in** to your Student Account.
4. Once logged in, click on **"Student"**.
5. From the Student Menu, click on **"Registration"**.
6. From the Registration Menu, click on **"Add or Drop Classes"**.
7. From the Add or Drop Classes Menu, **enter the CRN number for the class**, and click **"Submit"**.
8. Next, you will see the **registration is "Incomplete": Enter the four-digit add authorization code** provided by your instructor in the square box.
9. Click **"Submit"**. If asked to confirm, click "Submit" one more time.
10. You are now registered for the class.
11. You can print a copy of your schedule from the "Student Detailed Schedule" option under the Registration Menu.
12. Be sure to pay for your class, or verify that financial aid has covered your tuition fees.
13. **Problems? Questions? Visit the Counseling Center, or contact 661.763.7748 for assistance.**