myACCESS Simple Search for Classes Without a Login
This guide will show you how to search for classes without logging into myACCESS. Please note, a login is required to register for classes.

1. Go to myaccess.cod.edu. You can find a link to myACCESS in the Quick
2. Click on "Search for Credit Classes"

3. You will now see the Search Page (see image next page). To search for a class, select/enter the search criteria and click SUBMIT. Three search criteria are needed. After clicking submit you will see a list of courses that meet your search criteria.

SEARCH TIPS
We suggest doing one of the following two searches the first time to make sure the course is being offered in the current semester.

**Search option with Course Number**
Select the Term from the drop-down menu
Select the Subject from the drop-down menu
Enter the 4-digit Course Number in the Course Number field.
Go to the bottom of the page and click Submit

**Search option without Course Number**
Select the Term from the drop-down menu
Select the Subject from the drop-down menu
Select “Undergraduate” for the Academic Level (near the bottom of the search page)
Go to the bottom of the page and click Submit
You may refine your search by repeating the steps above and selecting additional search criteria such as:

- **Open Classes Only** - check this box to exclude Full classes from your search results
- **Course Type/Course Session** - Select 16-week, 12-week, 1st 8-week or 2nd 8-week.
- **Enter Instructor Last Name** - To see only the classes taught by a specific instructor
- **Days and Times** - when using these criteria please note that only classes meeting the exact days specified will appear in your search results
- **Location**: Please note, if Main Campus is preferred select “Main Campus” not Glen Ellyn Area.
4. When looking at your search results carefully review the Location, Meeting Information, Faculty, Capacity/Seats Avail/Waitlist and Course Type. Click on the blue type to see the additional course information including: Prerequisites, faculty phone/email and description.