Instructions for students to register using a permission number

1. Go to https://www.utdallas.edu/galaxy/, click on Orion and login with your netid and password.

2. In your UTD Student Center, select the ‘Manage Classes’ Tile.

3. Select ‘Swap Classes’ and then click on ‘Add’.
4. Select the term and click ‘Continue’.

5. Enter the class number or search to find the class.
6. Enter the Permission number provided by your instructor for registration and click next. This will satisfy the enrollment requirement of ‘Instructor Consent Required to enroll in this class’.

7. Once you are done adding classes, click on ‘Proceed to Step 2 of 3’.
8. Confirm your enrollment and click on ‘Finish Enrolling’.

9. You should receive a green check mark in the status field and message that the class was successfully added to your schedule.