

How to email or print my schedule

1. Log into Pirate Port.

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2. Click on the Registration & Planning Card.



- 3. There are two different windows where a schedule can be emailed or printed.
 - In the View Schedule Detail window, under the Look up a Schedule tab

View Registration Information													
Look up a Schedule	Act	ive Registrations											
Class Schedule Term: Fall 2020			¥								ä 🗎		
Title	*	Details	Hours ≎	CRN 🌣	Schedule Typê	Grade Mode 🗘	Level \$	Part Of Term ≎	Date \$	Status \$	Message 🗘 🗱		
Applied Mathematics for	r Bu	MATH 1064, 605	3	81726	Lecture	Standard Lette	Undergraduate	First 8 week	06/08/2020	Registered	**Web Regi		

• In the Add and Drop Classes window, under the Schedule and Options tab

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Title Environmental Biology	*	BIOL 1060, 001	3	30021	Le	ecture	Standard Letter Grade	Undergraduate	10/07/2021	Registered	**Web Registered	

To email your schedule:

1. click the envelope icon.



2. Your email address will already be entered.

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Email Sche Email your send again	edule and Downloadable Calendar File schedule and an .ics file to your calendar. Please if you make changes to your schedule.
	✔ Myself (andersonj20@students.ecu.edu)
Email	
Email	
Email	
Subject	
	Send

3. Enter a Subject in the Subject line.

🚔 🗎
Email Schedule and Downloadable Calendar File
Email your schedule and an .ics file to your calendar. Please send again if you make changes to your schedule.
✓ Myself (andersonj20@students.ecu.edu)
Email
Email
Email
Subject
Send

4. To send to additional email addresses, enter the email address in the blank email lines.

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Email Sch	edule and Downloadable Calendar File
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5. Click Send

Note: If you do not receive an email, check your Junk mail.

Sample Emailed Schedule

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ourse etails	Credit Hours	CRN	Meeting Times
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IATH 1064 05	3.0	81726	08/10/2020 - 09/29/2020
IIS 2223 13	3.0	82078	08/10/2020 - 09/29/2020
NGL 1100 99	3.0	82539	10/01/2020 - 11/25/2020 Monday, Wednesday 11:00 - 12:30 Main Campus, Rawl Building And Annex, 00232
NRS 2000 03	2.0	83351	08/10/2020 - 11/25/2020 Tuesday 17:00 - 20:00
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To print your schedule

1. Click the printer icon.



- 2. Select the printer
- 3. Click Print

Note: Make sure your pop-up blocker is turned off in your browser window.

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