How to view Buckley permissions


2. Click on the Hamburger icon at the top of the page.

3. Select the PiratePort link.

4. Log into Pirate Port with your Pirate ID and Passphrase.

5. Click on the Buckley/FERPA admin card.
6. Enter the student’s Banner ID in the Search box and click Search.

7. Buckley/FERPA records will be listed.
8. **Click** on the **Class Search button** to search for a class.

9. **Search for a Class:**
   - Search by Subject by clicking on the Course Subject and then clicking the Course Search button to see all courses available in that subject.
   - Search by Advanced Search for a more defined search using specific search criteria such as course number, instructional method, instructor, time and/or day, etc. A list of specific class and sections available will be listed.

10. If you are using Course Search, a list of specific courses under that subject will be listed. **Click on the View Sections button** next to the course to view the course details and to register for a specific section.

11. **Select** the section you want **by checking the box next to that section.**

   NOTE: If a “C” appears, this section is closed. Please review the tutorial “Course Wait Lists” for more information.
information on how to be wait listed for a course.
12. After checking the appropriate section, scroll to the bottom and click on the Register button.

13. You will be taken back to your schedule to view it with the new class added.

14. If there were any errors (pre-requisite, co-requisite, time conflicts, other restrictions), the error would display with your schedule and the course will not be added.
   NOTE: Please contact your advisor if you receive a registration error.