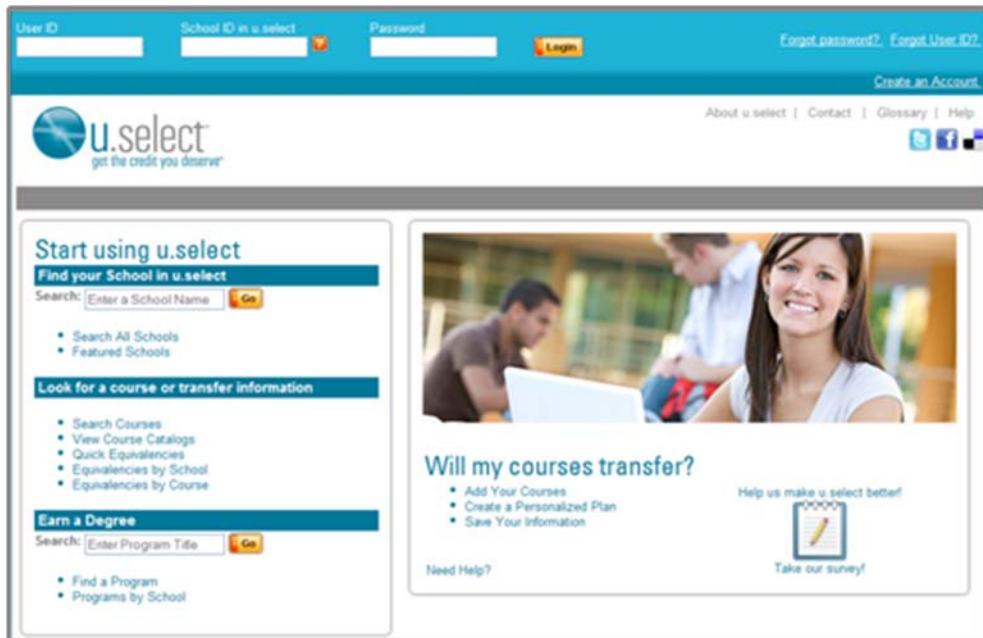


To use u.select go to [www.transfer.org](http://www.transfer.org)



## Add Your Courses

- 1) Click **Courses** from the Dashboard (gray bar across the top)
- 2) Click **Add a Course** from the menu on the left side
- 3) Select your **State** & **School** from the drop down menus
- 4) Click **Select from Course Catalog**
- 5) Select the **Year** and **Term** the course was taken
- 6) Choose the **Department** and Select the **Course**
- 7) Enter the **Grade** and Check the **Add** box, then Click **Add Courses**

## Create a Plan

- 1) Click **Programs** from the Dashboard (gray bar across the top)
- 2) Click **Create a Plan** from the menu on the left side
- 3) Select the **State**, **School** and **Program** for your plan
- 4) Select **Request a Plan** and Click **Next**
- 5) Click **Submit** to send your request
- 6) Click **Refresh** to update status of Planning Guide
- 7) When status is "Complete", Click **the icon under "Plan" to view it**

## New Users Create an Account

- 1) Click **Create an Account** in upper right corner
- 2) Select your **State** & **School** from the drop down menus
  - High school students should select a college close to home
- 3) Click **Next**
- 4) Enter your **Name**, **User ID**, **Password** (twice to confirm) and **E-mail**
- 5) Select your **User Role** from the drop down menu
- 6) To confirm that your entry is not spam, **type the captured words**
- 7) Be sure to **record your User ID, School ID and Password**
- 8) All remaining fields are optional. Click **Submit**

## Check Course Equivalencies

- 1) Click **Courses** from the Dashboard (gray bar across the top)
- 2) Click **Equivalencies by School** from the menu on the left side
- 3) Select the **State** and **School** that you want courses to transfer to
- 4) Click **Search by Region**, Select **US States**, your **State**, then **Go**
- 5) Check the **Add** box to choose up to 5 **Schools**
- 6) Click **Add Schools** then Click **Create Guide**
- 7) When Guide populates, Select **Subject** to view equivalencies