The test environment can only be accessed on campus. Go to https://vuetrainportal.mercer.edu/, log in, and click on ‘Online Registration.’ Select ‘Spring 2021’ for the Term. Click ‘Register’ to open the Registration Portal and complete the checklist below. (Feel free to play around more in the registration portal if you wish; this is a test environment, so you can’t break anything important.) If something unexpected occurs, write down the details of what you were trying to do and what happened. Whenever possible, please take a screenshot (or take a picture of the screen with your camera). When you have completed the checklist, send an email to bagg_rj@mercer.edu with the details of any unexpected behavior and any screenshots. If all went well for you, let me know as well.😊

**ADDITIONAL CLASSES**

1. Try to **Quick Add** a course for which you have not met the prerequisites.  
   *Expected Behavior:* You receive a popup that prevents you from doing this.

2. Try to **Quick Add** a course for which you have met the prerequisites.  
   *Expected Behavior:* The course is successfully added to your Selected Courses.

3. In the *Course Code* text box, type in the first half of the course code for a class you have met the prerequisites for (e.g. CLA MAT). Click Search or hit Enter on the keyboard.  
   *Expected Behavior:* The *All Courses* table displays only courses that match the search criteria.

4. In the *All Courses* table, try to select a course for which you meet the prerequisites by clicking on the ‘+’ in the *Add* column.  
   *Expected Behavior:* The course is successfully added to your *Selected Courses*.

5. In the *All Courses* table, try to select a course for which you have not met the prerequisites by clicking on the ‘+’ in the *Add* column.  
   *Expected Behavior:* You receive a popup that prevents you from doing this.

6. Using either the *Course Search* or the *Quick Add* tab, select three (3) additional courses for which you have met the prerequisites.  
   *Expected Behavior:* The courses are successfully added to your *Selected Courses*.

7. Scroll down to the *Selected Courses* table. Remove one of the selected classes by clicking the ‘-’ in the *Action* column.  
   *Expected Behavior:* The course should be removed from the *Selected Courses* table.

8. Click on the ‘Register/Drop’ button on the *Selected Courses* frame.  
   *Expected Behavior:* You are taken to the Step 3 screen, which lists the Selected Courses again.

9. Click on the ‘Register/Drop’ button.  
   *Expected Behavior:* The *Course Schedule* table shows the courses you selected and the *Status* is ‘Registered’ for all classes.

10. Close the Registration Portal and return to the MyMercer Registration page. Refresh the page. Set the term at the top to ‘Spring 2021,’ and scroll to the bottom to view your registered
courses. *Expected Behavior:* All courses for which you registered should be displayed.

**DROPPING CLASSES**

1. Log back in to the Registration Portal and scroll down to the *Selected Courses* table. Remove one of the selected classes by clicking the ‘-' in the *Action* column.
   *Expected Behavior:* A pop-up will prompt you to select the reason you are dropping the course. Select “Dropped-Changing Schedule” and click OK. The *Selected Courses* box should display a green ‘+’ in the *Action* column next to the course.

2. Click on the ‘Register/Drop’ button on the *Selected Courses* frame.
   *Expected Behavior:* You are taken to the *Step 3* screen, which lists the course selected to be dropped. The *Status* should be ‘Pending Drop’ and the *Reason* should be ‘Dropped-Changing Schedule.’

3. Click on the ‘Register/Drop’ button.
   *Expected Behavior:* A *Dropped Course* message is displayed, stating, “The following course(s) are dropped: [course codes dropped].” Below the message is a table with your registered courses.

4. Close the Registration Portal and return to the MyMercer Registration page. Refresh the page. Set the term at the top to ‘Spring 2021,’ and scroll to the bottom to view your registered courses. *Expected Behavior:* The course that you dropped should no longer be displayed.