How to Register for Classes Using the Student Portal

SAL, MA, and MDiv students:
First consult with the Registrar about the courses you want to take. The Registrar will give you permission to register on the Student Portal.

MARL, STM, DMin, and PhD students:
Consult with your advisor about what courses you will take. Your advisor will give you permission to register.

Log in to the Student Portal: https://chi-web.scansoftware.com/cafeweb/login. (The link can also be found via from the bar on the bottom of each page of MyCTS, https://mycts.ctschicago.edu.) Log in using your username and password – this is the same username and password that you use for Canvas and your CTS email. You will need to enter cts/ before your username. If you have forgotten your password, use the Forgot Password link to retrieve it.

1) Click on Course Registration (in addition to the icon on the homepage, you can also find it on the menu under "My Info")

2) Click "I Agree" on the next page.

3) Select the term, and hit submit. If you want to register for two different terms at the same time (for example: J-Term/Winter and Spring), you will need to return to the main course registration page to change your term before adding courses for the second term.

4) Search for courses. Find the course you want typing a few letters or numbers from the course number. Note that courses on the new Student Portal don't have spaces between the letters (RH, TEC, LM) and the numbers (301, etc.), so a course will be listed like this: RH325O, TEC444, etc. Also note that online courses have a letter O at the end, not a zero.

5) Add course. Once you've found the course you want, click "Add."

6) Search for and add any additional courses.

7) Complete registration. Click on the "Complete Registration" button to finalize your registration for the term.

Check your course schedule under My Class Schedule to make sure you have successfully registered for the courses you want.

ACTS cross-registration and registration for directed readings will need to be processed by the Registrar.

You can find ACTS cross-registration request forms on MyCTS at https://mycts.ctschicago.edu/student-resources/registrar/.

To contact the Registrar: tina.shelton@ctschicago.edu; (773) 896-2471