How to Register for Classes in the DTS Student Portal

Link: https://portal.dts.edu/

Navigate to the new student portal. The link will take you to a webpage that looks like this:

Click on the tile marked “Student Portal Homepage” on the far left. The system will prompt you to enter your login credentials, including your @dallasseminary.edu email address and DTS password.

Once you have logged in, the Student Portal home page displays on the next page. On the left side menu, click “Registration.” to view the menu options.
Click “Register for Classes”.

This will navigate to the ‘Online Registration’ page. Input the corresponding registration term and verify the correct degree program is selected.
Once these fields are entered, the page will refresh. Scroll to the bottom of the page. Verify that the fields in the “Registration Status” box are correct, and then click the “Register” button to proceed with registration.

At this point, a new window will pop-up, presenting the Registration portal for the term you selected on the previous webpage.
In the Registration portal, three steps are required to complete the registration process – 1) Select, 2) View, and 3) Register.

Step 1: Select

The Select step can be accomplished in two different ways: Course Search or Quick Add. The page will default to the Course Search option. With this option, type in the course code or key words to filter courses showing in the list below. You may select a course by clicking the plus icon on the left side of the course row.

If you know the specific course number and section you want to register for, you may use the Quick Add option. Enter the specific course number and section, then click “Add Course”.

Selecting the plus icon from the course listing from the Course Search page or clicking “Add Course” through the Quick Add page, the course(s) will populate in your registration cart.

Step 2: View

Scroll to the bottom of the page to view the “Selected Courses.” Verify that the correct courses appear and that the meeting times work with your schedule. Then select the “Register/Drop” button.

Step 3: Register

In the final step, confirm that all course information is correct. Then, select the “Register” button in the bottom right corner.
The “Registration Completed” alert confirms your class registration and may provide additional information.

You may now exit the pop-up window. Return to the Student Portal homepage and refresh the page. Verify your newly added courses appear in the bottom right corner of the home page in the “Classes” box. Be sure to select the correct term to view the corresponding registrations.

Congratulations, you are now registered for classes!

If you are still unable to register for classes, email the Registrar’s Office (registrar@dts.edu) from your @dallasseminary.edu email account with the following information: (1) your student ID# (2) the registration term (3) course number, and (4) section code.

If you have questions regarding your degree progress or elective selections, reach out to Academic Advising (advising@dts.edu or 214-887-5080), or email your Academic Advisor directly.