Directions to Turn Off Pop-Up Blocker

**Chrome**  
1. On your computer, open Chrome.  
2. At the top right, click More (three dots symbol)  
3. Click Settings.  
4. At the bottom, click Show advanced settings.  
5. Under “Privacy,” click Content settings.  
6 Under “Pop-ups,” select an option:  
•Do not allow any site to show pop-ups (recommended)  
•Allow all sites to show pop-ups

**Internet Explorer**  
Pop-up Blocker is turned on in Internet Explorer by default. To turn it off or to turn it on again if  
you’ve already turned it off, follow these steps:  
1. Open Internet Explorer by clicking the Start button, and then clicking Internet Explorer.  
2. Click the Tools button, and then click Pop-up Blocker.  
3. Do one of the following:  
To turn off Pop-up Blocker, click Turn Off Pop-up Blocker.  
To turn on Pop-up Blocker, click Turn On Pop-up Blocker.

**Firefox**  
1. From the Tools menu, select Options.  
2. From the Content tab, uncheck Block Popup Windows and click “OK”.

**Safari (Apple)**  
1. Open Safari.  
2. In the top left of the window, click Safari.  
3. Click Preferences in the drop-down menu.  
4. Click the Security tab found on the top row.  
5. Under Web content, uncheck Block pop-up windows.

**ONLINE REGISTRATION**

**BEFORE YOU BEGIN, PLEASE READ ALL DIRECTIONS**

1. Log on to student portal (e-student)
2. Change the semester (top left) to the semester for which you are registering for.
3. Turn off pop-up blocker
4. Click on registration
5. Find the **Show Filter** box and click
   1. Fill in Department – e.g. NU or CH or PH
   2. Fill in Course # - e.g. 110 or 100 or 205
   3. If you know the section # fill that in
   4. Scroll down and click on **Apply Filter**
6. Scroll down – selected class should appear
7. Check the box before the word “credit” of the section you wish to select
8. Scroll back up and repeat steps 4-6 until you’ve selected all of your classes
9. Proceed by clicking on Process Registration at the bottom or top of the page
10. When you are finished you may print your schedule. Then, ***do not*** click on the Red X at the top right; instead LOG OFF under your name.
11. If you have not attended Trocaire College for *more than two semesters*, you must complete a new application located at<https://trocaire.edu/admissions-aid/apply/>.