

How to Register for Bookkeeping/Accounting Technician

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1. Purpose

This guide explains how **Bookkeeping/Accounting Technician** students can register for Flexible Registration courses in myOkanagan.

Before registering, talk to an **Academic Advisor** to confirm which courses to take, the recommended course order, and how to plan your studies.

To connect with an Academic Advisor, contact the [Ask OC Help Centre](#).

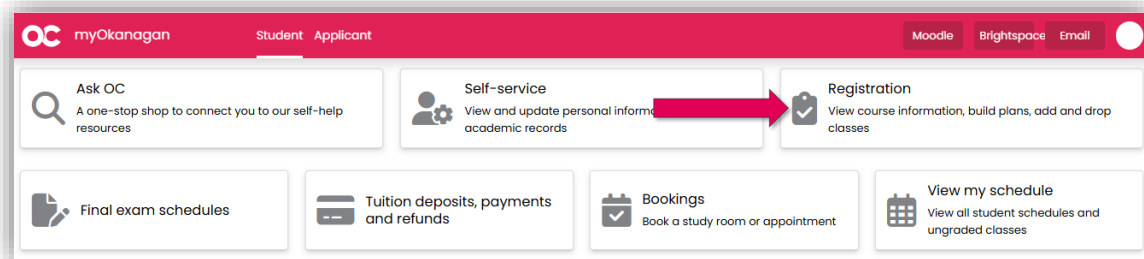
This guide explains how to:

- Find the courses available for your program
- Select the correct Flexible Registration section
- Complete and confirm your registration

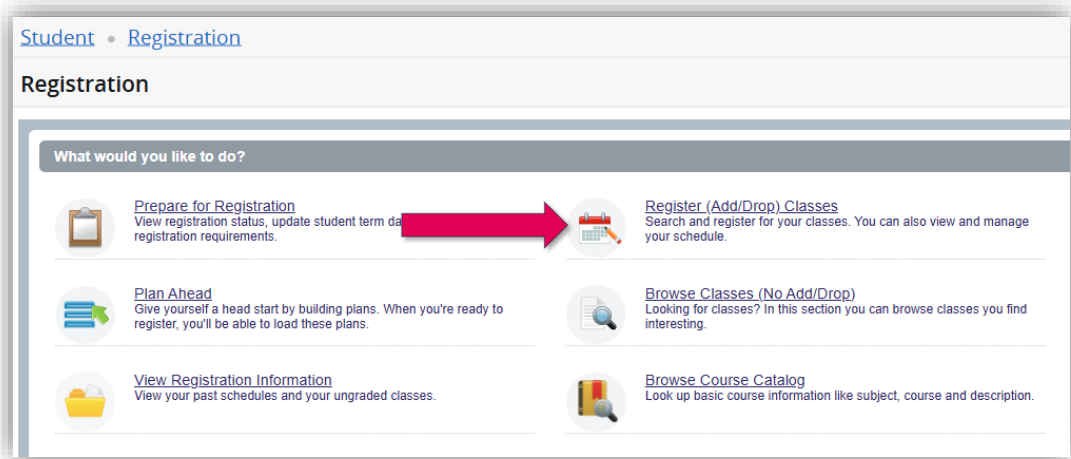
2. Register for a Course

Step 1 - Open Registration

1. Log in to [myOkanagan](#).
2. Select **Registration**.

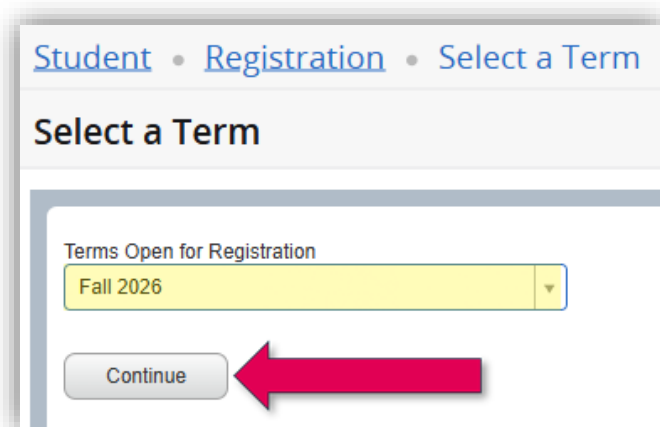


3. Select **Register (Add/Drop) Classes**.



Step 2 - Select a Term

1. Select the term you want to register in.
2. Click **Continue**.



Step 3 – Select a Course

The courses available for your program are listed under **Your Course Registration Pathway**.

1. Review the available courses under **Compulsory**.
2. Select the course you want to register for.

The screenshot shows the 'Register for Classes' interface. On the left, under 'Your Course Registration Pathway', there is a 'Compulsory' section with a list of courses. A red arrow points to the first item: 'Select OADM - 130 Business Math/Electronic Cal'. On the right, under 'Bookkeeping/Accounting Tech Term: Fall 2026', there is a 'Compulsory' section with a similar list of courses.

3. In the search results, find the section labelled **OL1**.
4. Click **Add**.

The screenshot shows the 'Register for Classes' interface with search results. The table lists several sections of 'Business Math/Electronic Cal'. The first row is highlighted, showing 'OL1' as the section. A red arrow points to the 'Add' button in the 'Add' column for this row.

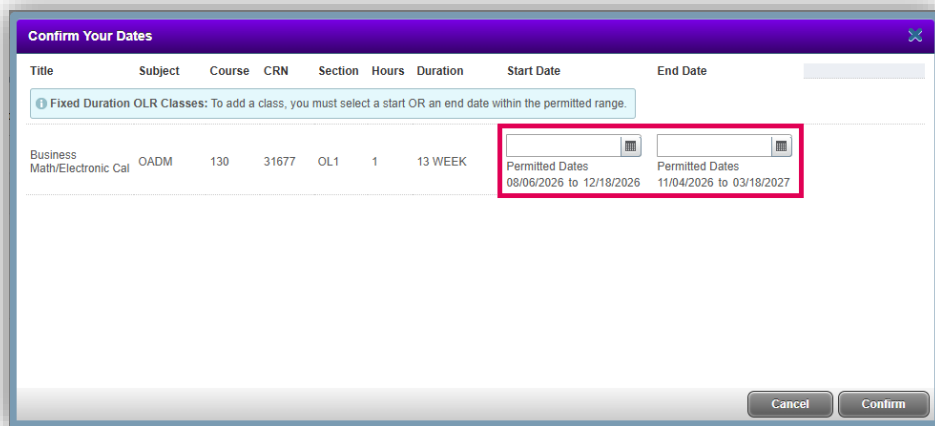
Title	Subject	Des	Course	Section	Instructional Method	Camps	Credit	CRS	Tufts	Faculty/In	Meeting Times	Status	Seats	Schedule	Linked Sections	Add
Business Math/Electronic Cal	Office	130	OL1	Online Asynch...	O...	1	3...	F...			5 M T W T F S - Type: Class Building: None Room: None Start Date: 09/07/2026 End Date: 11/20/2026	48 of 48 100 of 1...	Online			Add
Business Math/Electronic Cal	Office	130	212	Online Asynch...	O...	1	31...	F...			5 M T W T F S - Type: Class Building: None Room: None Start Date: 09/07/2026 End Date: 11/20/2026	48 of 48 100 of 1...	Online			Add
Business Math/Electronic Cal	Office	130	213	Online Asynch...	O...	1	3...	F...			5 M T W T F S - Type: Class Building: None Room: None Start Date: 09/07/2026 End Date: 11/20/2026	48 of 48 100 of 1...	Online			Add
Business Math/Electronic Cal	Office	130	214	Online Asynch...	O...	1	3...	F...			5 M T W T F S - Type: Class Building: None Room: None Start Date: 09/07/2026 End Date: 11/20/2026	48 of 48 100 of 1...	Online			Add
Business Math/Electronic Cal	Office	130	215	Online Asynch...	O...	1	3...	F...			5 M T W T F S - Type: Class Building: None Room: None Start Date: 09/07/2026 End Date: 11/20/2026	48 of 48 100 of 1...	Online			Add

Important: Select the **OL1** section. Other sections of the same course may be intended for different programs.

Step 4 - Choose Your Dates

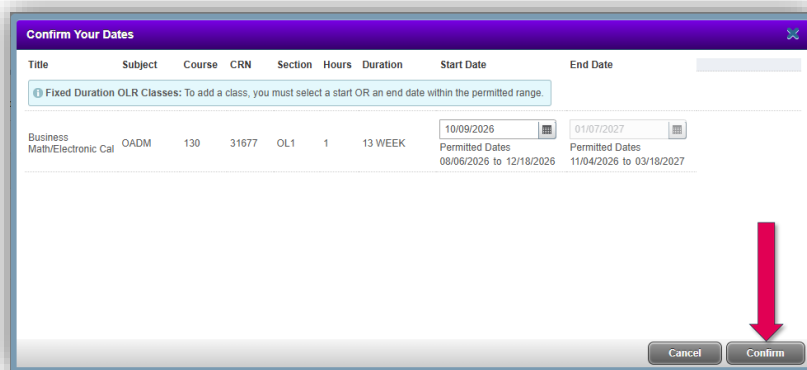
When the **Confirm Your Dates** window appears:

1. Enter either your preferred **Start Date** or your preferred **End Date**.



The screenshot shows the 'Confirm Your Dates' window. It has a table with columns: Title, Subject, Course, CRN, Section, Hours, Duration, Start Date, and End Date. The first row contains: Business Math/Electronic Cal, OADM, 130, 31677, OL1, 1, 13 WEEK. Below the table, there are two date input fields. The first field is labeled 'Permitted Dates' and shows the range '08/06/2026 to 12/18/2026'. The second field is also labeled 'Permitted Dates' and shows the range '11/04/2026 to 03/18/2027'. A red box highlights these two date input fields. At the bottom right, there are 'Cancel' and 'Confirm' buttons.

2. Banner automatically calculates the other date based on the course duration.
3. Review your dates.
4. Click **Confirm**.



The screenshot shows the 'Confirm Your Dates' window with the dates filled in. The 'Start Date' field now contains '10/09/2026' and the 'End Date' field contains '01/07/2027'. The permitted date ranges remain the same. A red arrow points down to the 'Confirm' button at the bottom right.

Note: Your selected date must be within the permitted date range shown on the screen.

Step 5 - Submit Your Registration

1. Review your registration in the **Summary** panel.
2. Confirm the course status is **Pending**.
3. Click **Submit**.

The screenshot shows the 'Register for Classes' interface. The 'Summary' panel is highlighted with a red box, showing the course 'Business Math/Electronic Cal' with a status of 'Pending'. A red arrow points to the 'Submit' button at the bottom right of the interface.

Title	Details	Hours	CRN	Schedule T	Status	Action
Business Math/Electronic Cal	OADM 130, OL 1	1	31697	Online	Pending	Web Registered

When registration is complete, the course status changes to **Registered**.

The course will also show as completed in **Your Course Registration Pathway** with a green check mark.

The screenshot shows the 'Register for Classes' interface after successful registration. The 'Summary' panel is highlighted with a red box, showing the course 'Business Math/Electronic Cal' with a status of 'Registered' and a green check mark. A green banner at the top right says 'Save Successful'.

Title	Details	Hours	CRN	Schedule T	Status	Action
Business Math/Electronic Cal	OADM 130, OL 1	1	31697	Online	Registered	None

3. Confirm Your Registration

Step 1 - Review Your Registration

1. Select the **Schedule Details** tab.
2. Confirm your registration information, including:
 - Registration status
 - Start Date
 - End Date
 - Course information
 - CRN

The screenshot shows the 'Register for Classes' interface. The 'Schedule Details' tab is selected, indicated by a red arrow. The interface displays course requirements and a summary table.

Register for Classes

Structured | Schedule and Options

Your Course Registration Pathway

Requirements Summary

Compulsory
You must complete all requirements for Compulsory

- Select OADM - 130 Business Math/Electronic
- Select OADM - 137 Math Toolbox & Applications
- Select OADM - 143 Accounting I
- Select OADM - 144 Accounting II
- Select OADM - 145 Essential Office Skills
- Select OADM - 146 Accounting III
- Select OADM - 149 Canadian Payroll Practices
- Select OADM - 152 Accounting Software I
- Select OADM - 155 Accounting Software II
- Select OADM - 156 Accounting Simulation
- Select OADM - 157 Tax Preparation for Bookkeeping

Bookkeeping/Accounting Tech
Term: Fall 2026

Your Course Registration Pathway Details

Compulsory
You must complete all requirements for Compulsory

- Select OADM - 130 Business Math/Electronic Cal
- Select OADM - 137 Math Toolbox & Applications
- Select OADM - 143 Accounting I
- Select OADM - 144 Accounting II
- Select OADM - 145 Essential Office Skills
- Select OADM - 146 Accounting III
- Select OADM - 149 Canadian Payroll Practices
- Select OADM - 152 Accounting Software I
- Select OADM - 155 Accounting Software II
- Select OADM - 156 Accounting Simulation
- Select OADM - 157 Tax Preparation for Bookkeeping

Class Schedule for Fall 2026

Business Math/Electronic Cal | Office Administration 130 Section OL1 | Class Begin: 10/09/2026 | Class End: 01/07/2027 | **Registered**
Hours: 1 | Level: Vocational | Campus: Online | Schedule Type: Online | Instructional Method: Online Asynchronous | Grade Mode: Normal
No specified meeting times
No specified instructor
CRN: 31697

Summary

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Business Math/Electronic Cal	OADM 130, OL1	1	31697	Online	Registered	None

Total Hours (Registered): 1 | (Billing): 2 | (CRN): 0 | (Min): 0 | (Max): 999,999,999

Submit

4. Important Notes

- You must enter either a **Start Date** or an **End Date**. Banner automatically calculates the other date.
- Your selected date must be within the permitted date range shown on the screen.
- Flexible Registration courses use section **OL1**.
- Your registration is not complete until you click **Submit** and your course status changes to **Registered**.
- Follow the course plan recommended by your Academic Advisor.
- If you are unsure which courses to take, the recommended order, or how to plan your studies, contact an **Academic Advisor through the Ask OC Help Centre**.

5. Need Help?

For help choosing or registering for courses, planning your course order, deciding how many courses to take, or resolving an error in myOkanagan, contact the [Ask OC Help Centre](#).