

Online Registration

Overview:

All KSG students need to use SMART (**S**tudent **M**anagement **A**nd **R**ecord **T**racking system) to officially register with the KSG for the academic year. Students will not be able to enroll in courses and access University services without registering with the KSG.

Before you begin:

You need a valid Harvard University PIN to use this system. Visit the PIN site (www.pin.harvard.edu) if you forget your PIN or wish to change it.

Go to the SMART page (www.ksg.harvard.edu/registrar) and log in with your Harvard ID and PIN. Go to "Online Registration."

Online Registration step by step instructions:

1. Click on Online Registration.
2. Read academic honesty memo.
3. Review biographical information and enter a preferred name if applicable.
4. Enter local and permanent addresses, and your emergency contact information.
5. Answer the four questions under "Additional Information".
6. Click the Submit button at the bottom of the screen to submit your information.

Warning: don't logout without clicking the submit button, or your information will not be saved!

If you make any errors or you change your mind, the following are steps you can take to update your information.

- **If you haven't yet clicked "submit"**, just click "Back" and edit your information.
- **If you already clicked "submit"**, re-enter the online registration form, update your information and click "submit" again.
- **If you already logged out**, you have until registration closes to make changes. Just log back in, update your information and click "submit" again.
- **If it's after Online Registration closes**, you'll need to contact the Registrar's Office directly in Weil Town Hall, (617) 495-1150, or ksg_registrar@harvard.edu.

You're all done.