2. From the OLR home page, click on “Bidding.”
3. To log in:
   • Enter your Student ID number.
   • Your password is the same as your BearTracks password. If you have never logged on to BearTracks, your password is “password.”
4. To bid on courses:
   - To submit a new bid, use the View pull down menus to select a range of courses to view (e.g. 207A-207B, 212 - 229, etc), and to specify the semester (e.g. Fall or Spring).
   - To change or delete previously submitted bids, use the View pull down menus to select "Current Bids" and to specify the semester (e.g. Fall or Spring).
   - Use the "order by" buttons to specify whether you would like courses listed by number, time of day, or bid points.
   - Check the "View Details" box if you would like to see pre-requisite and cross-listing information.
   - Push the "View Courses" button to see the classes you selected.
   - To see course descriptions, click on the course number, which is also a hot link to the on-line course description.

5. To bid on a course, click on the word "Bid" in the "Bid Status" column.
   - Enter the number of points you would like to bid, then push the "Submit Bid" button.
   - On-Line Registrar tracks your remaining bid points (out of the 1000 you started with), number of units you have bid for, and number of units remaining (out of the 14 you started with) in the top right corner of the screen.
6. On-Line Registrar will then return you to the “Bid on Courses” screen. It defaults to the “Current Bid” view. If you would like to submit new bids, use the View pull down menu, select a range of courses, and continue from Step 3.

7. To change or delete a bid, click on your bid points in the “Bid Status” column.  
   • Enter a new bid amount and push the “Submit Bid” button, or  
   • Push the “Drop Bid” button to delete a bid altogether.

8. Be sure that you bid on a matched pair of BPP/Ethics courses (same section for each course).

9. When you have finished bidding, print your bid screen for your records. Click the “logout” link in the lower left hand corner of the screen (you may have to scroll down to see it, depending on your browser).

**Round 2**

Round 1 bids will be processed on April 13th. Only those with fewer than 14 units from Round 1 may take part in Round 2 of bidding. If you bid successfully on 14 units of classes in Round 1, you must wait until the add/drop period (the first three weeks of the semester) to adjust your schedule. Round 2 will be from April 19th – 21st. No drops will be allowed in Round 2, only adds to courses with space available.

2. From the OLR home page, click on "Bidding."

3. To log in:
   - Enter your Student ID number.
   - Your password is the same as your BearTracks password. If you have never logged on to BearTracks, your password is "password."
4. Check whether all your Round 1 bids were successful or not. If not, OLR will have refunded your bid points and units for the unsuccessful bids.

5. The tracker at the top of the screen will show you how many points and units you have to work with for Round 2. If you have no points or units left over, you may NOT take part in Round 2.

6. Click the "Violations Report" link to see if you violated any rules. For instance, if you had less than 8 units worth of successful bids you will see a message warning you to pick up more units in Round 2.
7. To bid on courses:

- Use the View pull down menus to select a range of courses to view (e.g. 207A-207B, 212 - 229, etc), and to specify the semester (e.g. Fall or Spring).
- Use the "order by" buttons to specify whether you would like courses listed by number, time of day, or bid points.
- Check the "View Details" box if you would like to see pre-requisite and cross-listing information.
- Push the "View Courses" button to see the classes you selected.
- The right-hand column (Bid Status) will display "Enrolled" if you bid successfully on the course during Round 1; "Course Full" if there are no seats left after Round 1; or "Bid" if the course is available for bidding during Round 2.
- To see course descriptions, click on the course number, which is also a hot link to the on-line course description.
- To bid on a course, click on the word "Bid" in the "Bid Status" column. Enter the number of points you would like to bid, then push the "Submit Bid" button.

8. To change or delete a Round 2 bid:

- Click on your bid points in the "Bid Status" column.
- Enter a new bid amount and push the "Submit Bid" button, or
- Push the "Drop Bid" button to delete a bid altogether.

9. When you have finished bidding, print your bid screen for your records. Click the "logout" link in the lower left hand corner of the screen (you may have to scroll down to see it, depending on your browser).