Instructions for Graduate Students Requesting Tepper MBA Courses

- Log in to the Tepper Website  [http://www.tepper.cmu.edu/](http://www.tepper.cmu.edu/)
- In the upper right hand corner of the page click on MY TEPPER
- There are 3 bars across the top of the MY TEPPER page on the right, click there.
- Use your Andrew login to get into the MBA Course Request system:
  - userID
  - password
- If you have previously taken a course at the Tepper School or are in the Tepper School system, under Academic Information click on “Register for a Course”. If you are new to the Tepper School System under Non-Tepper School Student Resources click on “Register for a Course”
- Read the Policy Statement and click: “I AGREE”
- Follow the remaining instructions and view the Tepper MBA electives that are available.
- Request the course(s) you are interested in and click the Submit Requests button.
- Your advisor must approve the course request and you must request permission from the teaching faculty member. You then must forward the faculty approval to mshersh@andrew.cmu.edu