Accessing the Sectioning Tool

From admin.my.harvard.edu

Administrative users can access the tool this way:

1. Navigate to admin.my.harvard.edu
2. Log in with your HUID and PIN or Harvardkey
3. From the Main Menu, select Records and Enrollment>>Sectioning>>Sectioning
4. The Class Sectioning Search page will open.
5. You will need to enter in a 4-digit value for the term (semester).
   You can click on the magnifying glass and search for your term by year in the Description field.
6. Enter in the course subject and catalog number for your course
7. Click search to open the Class Sectioning page for your course.