1. Log in:
   - Go to [https://olr.haas.berkeley.edu/](https://olr.haas.berkeley.edu/).
   - Log in using your Haas username and password (i.e., what you use to get into the Student Directory).
     - If you have forgotten your password, email [helpdesk@haas.berkeley.edu](mailto:helpdesk@haas.berkeley.edu) to reset it

2. Click on the current registration process:
3. Browse the list of courses available for bidding under the “Bidding List” tab.
   - To see a course description, click on the course number.
   - To place a bid, click on the “Bid” link to the left of the course number.
4. **Place your bid on the bid screen:**
   - Enter the number of points you would like to bid on the course in the text box.
   - Click the “Place Bid” button.
5. Confirm your bids were accurately placed:
   - You will now see your bid next to the course number.
   - The counter in the top right corner of the screen keeps track of your bid points and bid units throughout the round.
     - Max: Shows the amount of bid points and units you started with at the beginning of the round
     - Expended: Shows the amount of bid points and units that you have used so far in the round
     - Remain: Shows the amount of bid points and units that you still have to work with
6. **Update your bid during a round:**
   - Click on the number of bid points you previously placed (immediately to the left of the course number)
   - **Change Bid Amount:**
     - In the bid screen, enter a new bid point amount in the text box.
     - Click on “Place Bid” button
   - **Delete Bid:**
     - Click “Delete Bid” button
7. Review your transactions:
   - Click the “Show Current Bids” radio button at the top of the “Bidding List” tab to see pending bids:

   ![Image of Show Current Bids]

   OR

   - Click on the “Your Bid History” tab to see a list of all of your bidding activity (i.e.: Bid Adds, Updated Bids, Deleted Bids):

   ![Image of Your Bid History]