

FAQs about Creating Login and New Registration System for CE classes

How do I create my Login ID and PIN

Once you have located the classes you are interested in (remember to write down the CRNs and the Term), you will need to create a Login ID and PIN (password) before registering for classes. Select

Microsoft Access III			
Prerequisite(s): Microsoft Access II.			
Description: Advanced topics include setting security and sharing Access data with other applications and on the Internet. Materials Needed: Text Suggested Follow-up Courses:			
Term: Winter - 200972	CRN: 72017	Date: 12/1/2008 - 12/12/2008	Location: CYC
Time: 6:30 PM - 9:30 PM	Sessions: 6	Syllabus: Syllabus Depot	
Fee: \$ 129	Day: MWF	Hours: 18	
Note the Term and CRN (Course Registration Number) before selecting registration option below			
Term: Spring - 200973	CRN: 74311	Date: 4/6/2009 - 4/20/2009	Location: CYC
Time: 6:30 PM - 9:30 PM	Sessions: 6	Syllabus: Syllabus Depot	
Fee: \$ 129	Day: MWF	Hours: 18	
Note the Term and CRN (Course Registration Number) before selecting registration option below			

[CREATE LOGIN AND PIN](#) | [ALREADY HAVE LOGIN AND PIN](#)

You will be directed to a page with some information about Creating and Login and PIN, click on the link at the **bottom** of the page. You will then see the following screen:

[HELP](#)

Admissions Login - New User

Please create a Login ID and PIN. Your Login ID can be up to nine alphanumeric characters. Your PIN must be six numbers. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID:

Create a PIN:

Verify PIN:

1. Create Login ID and PIN and Select **Login**

Select an Application Type

To Apply for Admissions, first select the Application Type you want to complete.
NOTE: Continuing Education students must Select Application Type of Continuing Education.

Application Type:

[Return to Homepage](#)

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2. Select Continuing Education for Application Type and Select **Continue**

Apply for Admissions

Select an Admission Term and enter your name.

* - indicates a required field.

Application Type: Continuing Education

Admission Term: *

First Name: *

Middle Name:

Last Name: *

3. Select Admission Term – **note the months next to the Term and select the term in which your class starts (it is best just to choose the earliest term)**, enter First and Last Name and **Select Fill Out Application**

Application Checklist

Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish.

Select Application is Complete when you have completed the application. Select Finish Later if you would like to finish your application later.

4. Select **Full Legal Name** to begin the Application Checklist

Full Legal Name (Checklist item 1 of 5)

Enter your name information.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

* - indicates a required field.

Legal Last Name: *

Legal First Name: *

Full Middle Name:

Previous Last Name:

5. Verify Name information is correct and select **Continue**

Home Address and Phone (Checklist item 2 of 5)

Enter your Address information. You must enter a city and either a state or province and zip code or a country code.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

* - indicates a required field.

In Progress (Change Requested)

Street Address: *

Apartment Number if applicable:

City: *

State: *

Zip Code: *

County (If you live in Texas):

Home Phone Number (xxx)-(xxxxxxx) (xxxx extension): * -

6. Enter valid required information indicated by * and select **Continue**

Business Address and Phone (Checklist item 3 of 5)

Enter your non-primary Address information. You must enter a city and either a state or province and zipcode or a country code.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

Business

Street Address of Business:

Mailing Address of Business:

City:

State:

Zip Code:

Business Phone Number (xxx)-(xxxxxxx) (xxxx extension): -

7. Business information is optional, you can select **Continue**

Biographical Information (Checklist item 4 of 5)

Enter your Personal Information. If you enter your e-mail address you will need to verify it by entering it again.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

* - indicates a required field.

Personal Email Address: *

Verify e-mail address: *

Social Security Number (XXXXXXXX): *

Gender: * Male Female

Marital Status:

Ethnicity:

Birth Date: * Month Day Year (YYYY)

8. Enter valid required information indicated by * and select **Continue**

Disability Information (Checklist item 5 of 5)

Please enter your answers to the questions. Each answer can be up to 2000 characters in length.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

* - indicates a required field.

Do you have a Disability? * Yes No No Response

9. Complete the Disability Information and select **Continue**

Application Checklist

Fill out the application. A checklist is provided to help you complete it. You can complete each section in any order you wish.

Select Application is Complete when you have completed the application. Select Finish Later if you would like to finish your application later.

- ✓ Full Legal Name
- ✓ Home Address and Phone
- ✓ Business Address and Phone
- ✓ Biographical Information
- ✓ Disability Information

10. If your Application Checklist has all Red Checks, you can select **Application is Complete**, otherwise Select the item without a Red Check to complete.

Signature Page

HELP EXIT

Congratulations! Your admissions for Continuing Education is complete and you are now eligible to register for courses.

Please make a note of the Log-in ID & PIN that you created during admissions - you will use it to access the registration system for future registrations.

Click on the link below (Access Web for Student) to begin. You will be directed to setup a challenge question and answer. Then click on:
Student and Financial Aid
Registration
Look up Classes or Add/Drop Classes

Please note: Payment is due at the time of enrollment.

Thank you for your interest in Collin College. Please feel free to contact us at 972.985.3711 if you need assistance or have questions.

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Access Web for Student

11. If your application was successful, you will see a screen like this, select **Access Web for Student** and skip to #13.

12. If your application **needs to be reviewed**, you will see a screen like this. You will need to wait for confirmation email before you can register or call 972-985-3711 and explain what you received on the Signature Page.

Signature Page

HELP EXIT

Thank you for your interest in Collin Continuing Education. Your application is being processed and your acceptance will be confirmed shortly.

Please make a note of the Login ID and PIN you created during admissions- You can use the information to access the registration system when your application is accepted.


You will receive an email from "CEAccept@CCCCD.edu when your application is complete and you are eligible to register. Please make sure our address is set as a trusted account so the email will not go to your SPAM or Junk folder.

Please contact us at 972.985.3711 if you have any questions or need additional assistance.

13. The first time you access the web, you will see this screen

Login Verification Security Question and Answer

HELP EXIT

 If you forget your PIN, you can reset it yourself without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, limit it to 30 characters, limit spaces, and do not use special characters.

Enter Question:

Answer:

Submit

14. Create a Security Question and Answer that will enable you to reset your PIN and select **Submit**

15. Select **Student and Financial Aid**

Main Menu

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile

Student and Financial Aid

Apply for Admission, Register, View your academic records and Financial Aid

WebCT.com, The e-Learning Hub

Find online help, research tools, discussions, and more!

16. Select **Registration**

Student

Admissions

Apply for Admission or Review Existing Applications

Registration

Check your registration status, class schedule and add or drop classes

Student Records

View your holds, grades and transcripts

Student Account

View your account summaries, statement/payment history and tax information

Continuing Education

Course Search

Continuing Education Schedule

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17. Select **Add or Drop Class**

Registration

- Select Term
- Add or Drop Classes**
- Look Up Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Registration Status
- Update Student Term Data
- Active Registration
- Registration History

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18. Select correct CE Term and **Submit**. **Make sure you check the Start Date of your classes to determine what term the class will be found in. Note that even though are printed Schedule indicates Spring, some of our earlier classes are located in the Winter term.**

Registration Term

Select a Term: Cont Ed Spring 2009 (Mar-May) ▼

- Cont Ed Spring 2009 (Mar-May)
- Cont Ed Winter 2009 (Dec-Feb)
- Spring 2009 Credit

Submit

19. Enter CRN numbers that you located while on the CE website, select **Submit Changes** and then **Registration Fee Assessment** to pay.

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds | Change Course Options | Registration Fee Assessment]

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20. Select **Epay** – **Make Payment** to pay for class(es). **All CE classes must be paid in full at registration to avoid Drop for Non-Payment**

Registration Fee Assessment

Select the Account Summary by Term link to review your account, including non-registration charges, financial aid, and payments.

Total Credit Hours: 0.000

Tuition and Fees for CE - Fall 2008

Description	Amount
1st Quarter Tuition CE	\$119.00
Total Charge:	\$119.00

[Epay - Make Payment | Week at a Glance | Student Detail Schedule | Account Summary by Term]

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8. Select **Collin College Account Suite**

COLLIN COLLEGE ACCOUNT SUITE

RELEASE: 6.1

9. You will be directed to a secure site to make your credit card payment. Select **Make a Payment** to ensure that your registration is valid as **ALL Continuing Education classes must be paid in full at time of registration.**

Quick View

[Current Account Status](#) [eBills](#) [Recent Payments and Credits](#) [Enroll in a Payment Plan](#) [Create a Refund Profile](#)

Current Account Status

Your current account balance, including [recent account activity](#) is \$119.00. You can also view transactions and pay balances from [previous terms](#)

Current Account Status		View Current Activity
Total Balance:	\$119.00	Make a Payment

This amount has been adjusted for any pending financial aid.

