

## Using Online Registration

### TO REGISTER FOR CLASSES

- <http://sctc.edu>
- Click **Online Registration** (listed under “learn about us” on the left side of the screen).
- Enter Log In ID.
- Enter Pin.
- Click on check box if you wish your name to appear on printed reports like your schedule.
- Click Login Now.
- If this is the first time using the online registration, you must **change your pin** now will appear.  
Enter your pin number (usually date of birth YYMMDD, **YEAR IS FIRST**).  
Enter the numbers for your new pin number (your choice) 6 digits (all numbers, cannot begin with a zero or be all 1's, 2's, etc). Try and choose something that will be easy for you to remember, and then write it down in a safe place for further reference.  
Re-enter and confirm the new pin and click on the Change button.
- Choose **Courses and Registration** from the menu on the left.
- Click on the **Registration Access Code** option.  
Enter your registration access code and then the **Submit** button.
- If you know the course ID of the classes:  
Click on **Quick Add** (Register) from the menu on the left.  
Enter Course Ids (six digits).
- When all course Ids are entered, click on **Register Now** and a list of the courses you entered will appear. If this list is correct click on **Register for these courses**. Enter you PIN when prompted.
- When registration is complete, your schedule will display.
- If you get an error message, print the page. Have this page with you and ask for assistance.
- If you are looking for open sections of a course:
- Click on **Find a Course** from the menu on the left.

You can search by subject using the basic search tab OR you can use the advanced search tab and search by several different criteria including gen ed or Minnesota Transfer Curriculum goal areas.

### TO VIEW YOUR CLASS SCHEDULE

- <http://sctc.edu>

- Click **Online Registration** (listed under “learn about us” on the left side of the screen).
- Enter Log In ID.
- Enter Pin.
- Click on check box if you wish your name to appear on printed reports.
- Click Login Now.
- Click on **Courses and Registration** from the menu on the left.
- Click on the **View Modify Class Schedule** option.
- You will now see your class schedule, your active major and your advisor's name.

### TO VIEW YOUR GRADES

- <http://sctc.edu>
- Click **Online Registration** (listed under “learn about us” on the left side of the screen).
- Enter Log In ID.
- Enter Pin.
- Click on check box if you wish your name to appear on printed grade report.
- Click **Login Now**.
- Choose **Grades and Transcripts** from the menu of the left side of the screen.
- You will be asked to select the semester and Continue.
- Your grades will then display.

### TO CHANGE YOUR ADDRESS ONLINE

- <http://sctc.edu>
- Click **Online Registration** (listed under “learn about us” on the left side of the screen).
- Enter Log In ID.
- Enter Pin.
- Enter Log in now.
- Click on the **Account Management** and then **Address Info** from the menu on the left.

You can then view and edit the following address categories:  
Permanent or Local address.

You may also want to view and view and confirm your demographic information by clicking on **Demographic Info**, from the menu on the left side of the screen.

Be sure to check out the help videos available on the lower right side of the screen when viewing the course schedule or using the WEB registration system.

<https://webproc.mnscu.edu/registration/search/basic.html?campusid=208>