REGISTERING FOR CLASSES
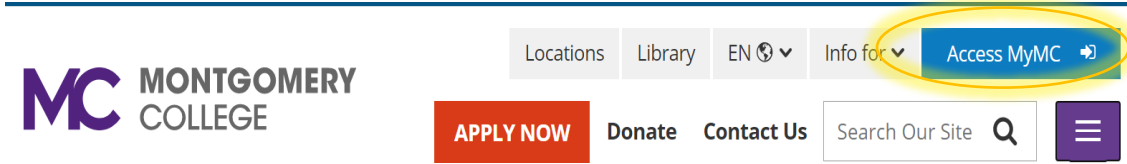
1. Go to www.montgomerycollege.edu Click on **Access MYMC**.
   *Some devices may require you to click on the *menu option*
   to click on the **Access MyMC** icon.

2. Log in using your MyMCID (username) and password.
   - If you do not know your MyMCID (username), click on "Find Your MyMC ID".
     You will need your M#. To get your M# call 240-567-5188
   - If you do not know your password, click on "Password Reset". You will need
     your username and M#.
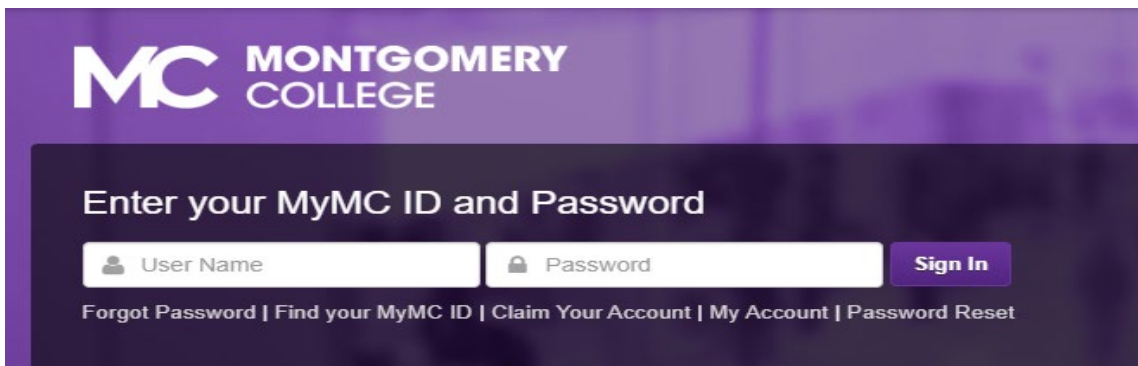
3. Set up your 2-Factor- Authentication **DUO MOBILE PUSH** by following the steps
   prompted on your computer. Note: you will have to download the free **DUO
   Mobile App** on your mobile device to continue. If you need additional support
   with this step, call the IT Help Desk 240-567-7222.
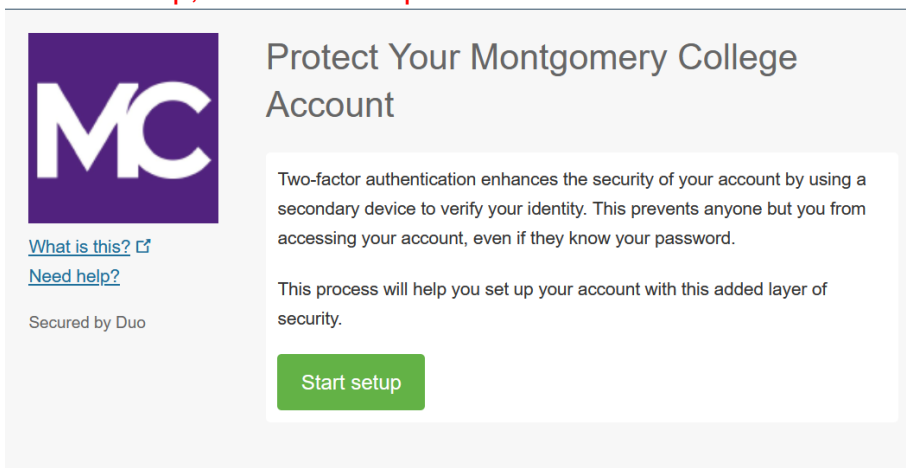
4. Once you successfully log in, find the <u>Student Services</u> card, and click on "**Add or Drop Classes**"
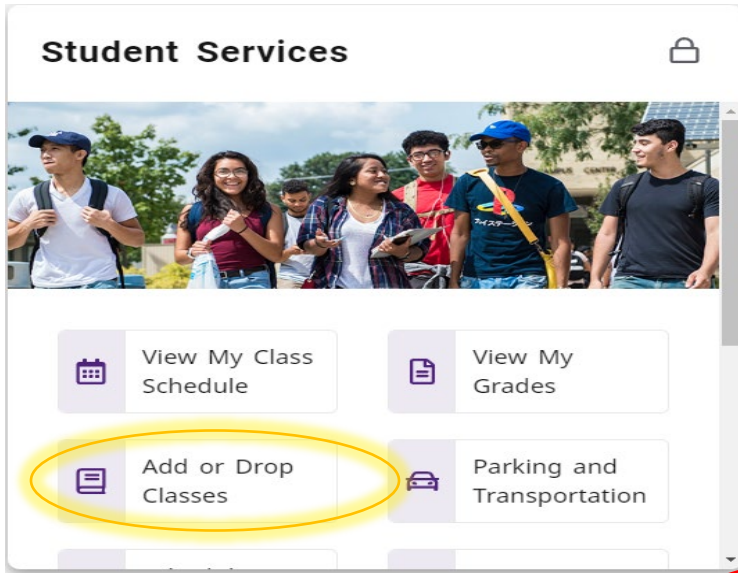
5. Select the term and click **SUBMIT.**

Select Term

Select a Term: Ex: Fall, Spring, Summer I or II ▼

Submit

Tip:

Summer I = CRN starts with a 4_ _ _ _

Summer II = CRN starts with a 1 _ _ _ _

6. Inside the rectangle below CRNs, type in the CRN number of the class you would like to register for (this should be a 5 digit number). **Then click on Submit Changes.**

*Visit WDCE Schedule for updates or click the link below:
https://www.montgomerycollege.edu/workforce-development-continuing-education/course-offering-schedule/index.html

Add Classes Worksheet

CRNs

Submit Changes   Class Search   Reset

7. Under <u>Current Schedule</u>, you will see the classes you are currently registered for, click on **Pay for classes and complete registration** (in red at the bottom menu option).

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	
Registered Counter on Apr 05,2022		17055	ESL	320	2	Non Credit	

[View Holds | **Pay for classes and complete registration** |

8. You will see a summary of the total charges. **Click on** Payment (at the <u>bottom</u> of the screen)

Tuition and Fees for *Current term*

Detail Code	Description	Amount
CEFE	CE Fee	$90.00
TUCE	CE Tuition	$520.00
	Total Charge:	$610.00

[Payment | Week at a Glance | Student

*Please note: To complete your registration, you must pay for your class.

9. You will be re-directed to another window to make a payment. Click on **Make Payment** in green.

Student Account	ID: xxxxx6203
Balance	$610.00

View Activity   Enroll in Payment Plan   Make Payment

10. Click on the "Add" button and click on **Continue**.

Pay By Term

Select 'Add' to add input amount or enter different amount by selecting input.

Current Term $610.00 $ 610.00 Add

Select input to change payment amount

Payment Total: $610.00

Continue

11. Select "Credit or Debit Card" then click **Continue**.
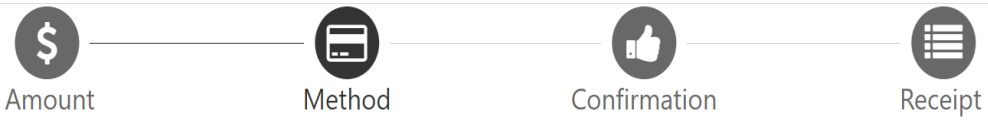
Amount $610.00

Method   Credit or Debit Card   ▼

Select Method
Saved Payment Methods
Other Payment Methods
Credit or Debit Card

Back   Cancel   Continue

12. Fill out your credit card information, continue and submit your payment. Note: your payment is due upon registration. Print your receipt for your use.

$ Amount   Method   Confirmation   Receipt

Amount $610.00

Method   Credit or Debit Card   ⌄

Account Information

* Indicates required fields

*Card account number: xxxxxxxxxxxx7906

*Name on card:

Option to Save

☐ Save this payment method for future use

Save payment method as:
(example My CreditCard)

If you have any questions or need additional assistance please call: 240-567-5188

USE YOUR MYMC ACCOUNT:

Now that you are able to log into MyMC to register and pay, note these other available tools in your MyMC account.

Under the Student Services Card, click on **"View My Class Schedule"**

> 📅 View My Class Schedule
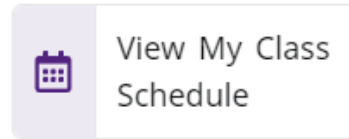
- Select a term and click submit. You will find your instructors name, email, dates and location of your courses.
- By clicking on the envelope ✉ icon, you can send an email to your instructor.

- View the booklists to see if textbooks are required by clicking on "View Drop Deadline Dates and Booklist" link located at the bottom of the screen. Then click "Purchase all your books at the Efollett Bookstore" Button

Purchase Your Books :

> Purchase all of your Books at the Efollett Bookstore

Under the Resources card you can "Check Your MC Email (Office 365)"

> **Resources** 🔒
>
> Bb **Login to Blackboard**   ✉ **Check your MC Email (Office 365)**
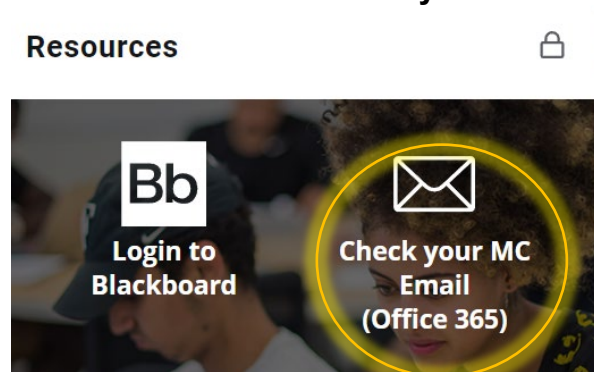
All MC students have a student Office 365 email. Use your MyMCID (username) and add @montgomerycollege.edu to log in.
 Example: MyMCID@montgomerycollege.edu
Your password should be the same as your MC log in password.

For IT Support call 240-567-7222