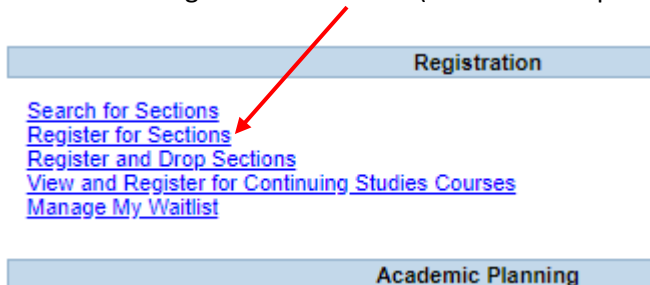


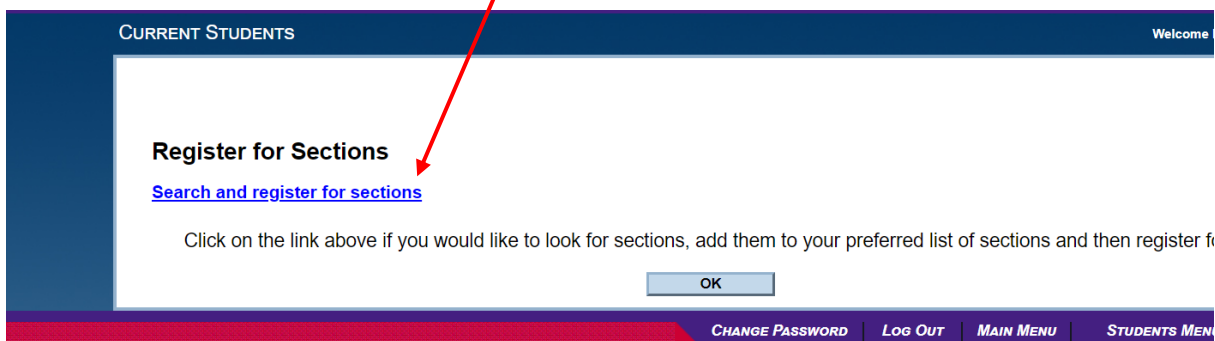
How to Register for Distance Courses Online

Registering for a course

1. Log into [MyACC](#), using your college username and password. Click on “MyACC for Students.”
2. Click on “Register for Sections” (a section is a specific offering of a course):



3. Click on “Search and register for sections”:



4. Select a **Term** (2019-20 Fall shows courses Sep-Dec 2019; Winter shows courses Jan-Apr; Spring shows May-Jun; Summer shows Jul-Aug and so on); then enter a **Course Title** if you know which course you wish to register for. *If you leave Course Title blank, it will show all available sections.* Then click **submit**.

A screenshot of the 'Search/Register for Sections' form. The title 'Search/Register for Sections' is centered at the top. Below the title is a horizontal line. Underneath the line is a 'Term' dropdown menu with '2018-19 Spring Term' selected. Below the dropdown is another horizontal line. At the bottom of the form is a text input field labeled 'Course Title Keyword(s)'. A red arrow points from the 'Term' dropdown to the '2018-19 Spring Term' text.

The result is a list of sections based on what you searched for:

Section Selection Results

Narrow my search

Re-sort my results TERM Term, Section Name ▼

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="checkbox"/>	2018-19 Spring Term	Open	ECED-0026-63ECM (71743) Early Childhood Administration	ACC Virtual Campus	2019/06/01-2019/09/30 Distance Education Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be Announced/Virtual Learning, Room N/A	D. Riddell	15 / 15	3.00	
<input type="checkbox"/>	2018-19 Spring Term	Open	ECED-0031-27ECD (71022) Overview of Early Childhood	ACC Virtual Campus	2019/05/01-2019/08/31 Distance Education Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be Announced/Virtual Learning, Room N/A	J. Berezowecki	14 / 15	3.00	
<input checked="" type="checkbox"/>	2018-19 Spring Term	Open	ECED-0031-30ECD (71877) Overview of Early Childhood	ACC Virtual Campus	2019/06/01-2019/09/30 Distance Education Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be Announced/Virtual Learning, Room N/A	J. Berezowecki	14 / 15	3.00	

- Select the section you want. Make sure you choose the correct start date (Meeting Information) as there may be more than option. You can select more than one section at a time. When done, click **submit**.
- In the **Action** drop down box (for each section chosen), choose **“Register”** then click on **submit**.

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
Register ▼	2018-19 Spring Term	ECED-0031-30ECD (71877) Overview of Early Childhood	ACC Virtual Campus	2019/06/01-2019/09/30 Distance Education Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be Announced/Virtual Learning, Room N/A	J. Berezowecki	14 / 15	3.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available
 ▼

- The next screen confirms that you have been registered:

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2018-19 Spring Term	Registered for this section		ECED-0031-30ECD (71877) Overview of Early Childhood	ACC Virtual Campus	2019/06/01-2019/09/30 Distance Education Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be Announced/Virtual Learning, Room N/A	J. Berezowecki	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2018-19 Spring Term		ECED-0031-30ECD (71877) Overview of Early Childhood	ACC Virtual Campus	2019/06/01-2019/09/30 Distance Education Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be Announced/Virtual Learning, Room N/A	J. Berezowecki	3.00	

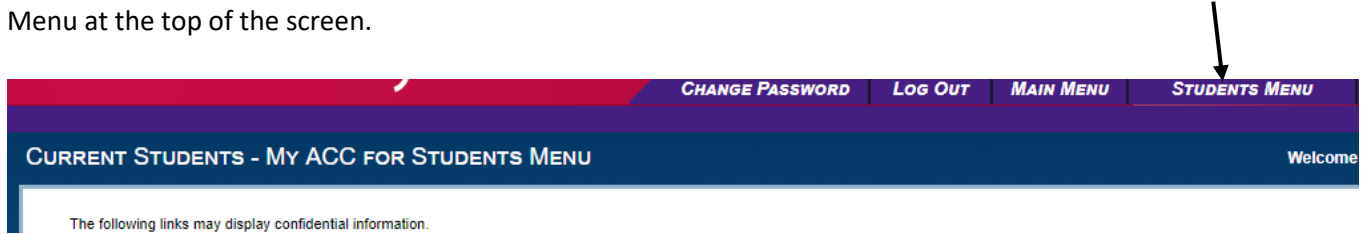
Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

It also shows any other *current* registrations.

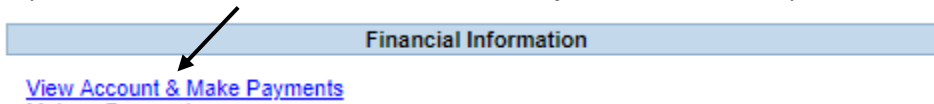
You will receive an email to confirm that your registration has been processed. It contains important information about payment and payment deadlines and about textbooks and instructor information. **Check your spam folder just in case.** If you do not receive an email confirming the registration, please email registration@assiniboine.net (don't forget to include your student number).

8. Click **OK** to take you the back to the search screen for another course. If you are done, click on the Students Menu at the top of the screen.

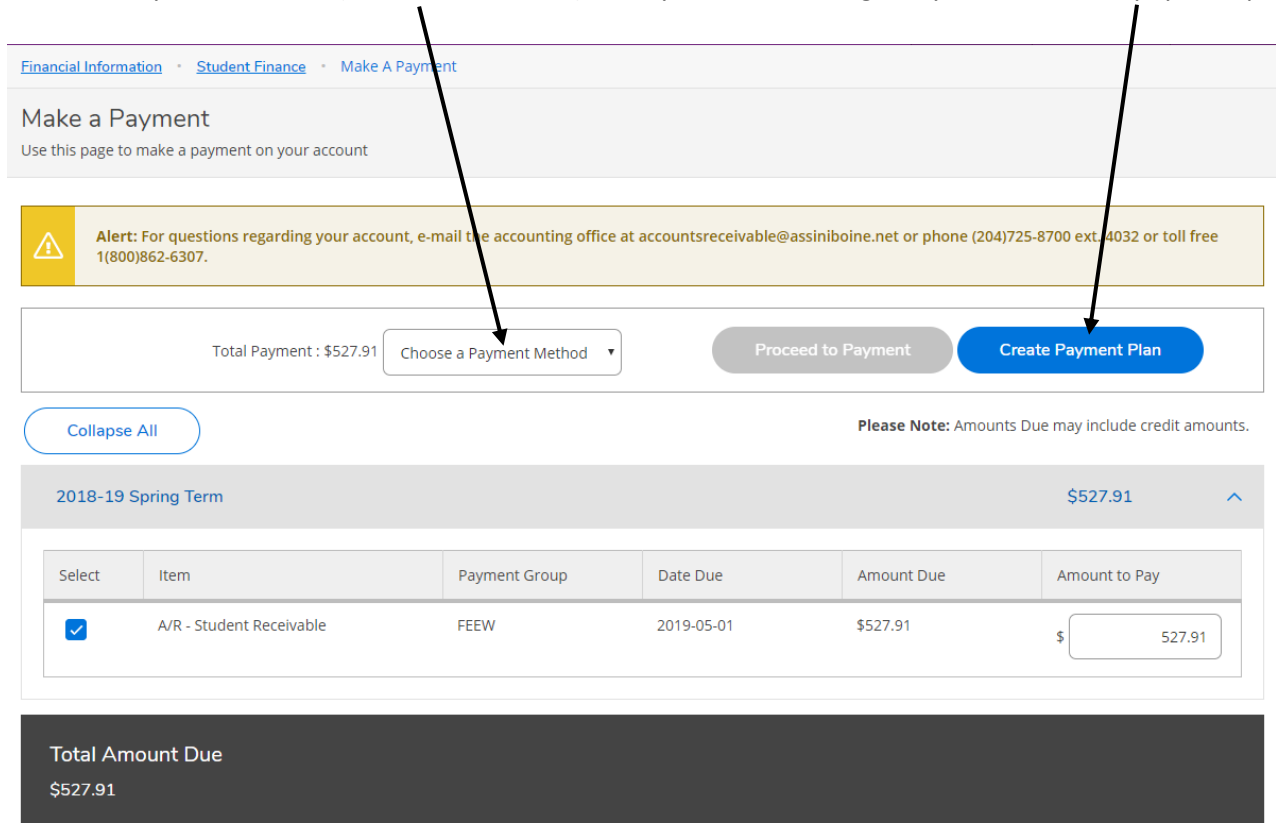


Payment

1. In myACC, click on the **View Account & Make Payments**. This takes you to where you can pay for the course.



2. Choose a Payment Method (Visa or MasterCard), or, if your course is eligible, you can create a payment plan.



3. Click on Proceed to Payment and follow the payment steps. Don't forget to log out of MyACC when done.

After you have made a payment, you will receive an email with your receipt. If you need to re-print your receipt, you can also do this from your MyACC under Account Activity and Payments. If you don't get a receipt, please email accountsreceivable@assiniboine.net.