How to Register for Distance Courses Online

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):

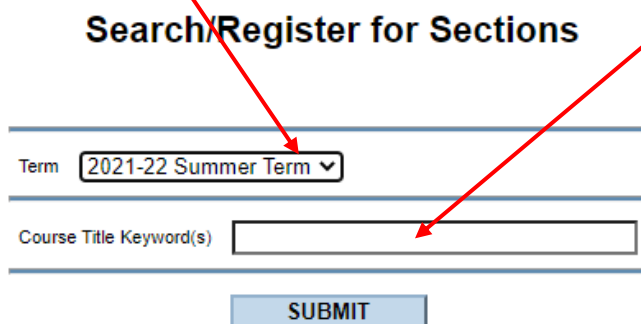3. Click on "Search and register for sections":

4. Select a **Term** (Example: 2021-22 Summer shows courses Jul-Aug 2021; Fall shows courses Sep-Dec; Winter shows courses Jan-Apr; Spring shows courses May-Jun); 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**.

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

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
☐	2021-22 Summer Term	Open	COMM-0406-HMS01 (79731) Communication/Professionalism	ACC Virtual Campus	2021/07/02-2021/08/31 On-Line Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be AnnouncedVirtual Learning, Room N/A	B. Hack	50 / 50	1.50	
☐	2021-22 Summer Term	Open	COOK-0014-12DAD (79302) FoodSafe 1	ACC Virtual Campus	2021/07/12-2021/09/10 On-Line Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be AnnouncedVirtual Learning, Room N/A	B. Hack	50 / 50		1.00
☐	2021-22 Summer Term	Open	COOK-0014-13DAD (79303) FoodSafe 1	ACC Virtual Campus	2021/08/16-2021/10/15 On-Line Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be AnnouncedVirtual Learning, Room N/A	B. Hack	50 / 50		1.00
☐	2021-22 Summer Term	Open	HLTH-0175-06CHD (79677) Daily Living Theory	ACC Virtual Campus	2021/08/03-2021/11/30 Distance Education Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be AnnouncedVirtual Learning, Room N/A	T. Schell	8 / 8	3.00	
☐	2021-22 Summer Term	Open	HLTH-0176-06CHD (79678) Daily Living Laboratory	ACC Virtual Campus	2021/08/03-2021/11/30 Distance Education Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be AnnouncedVirtual Learning, Room N/A	T. Schell	8 / 8	3.00	
☐	2021-22 Summer Term	Open	HRMG-0033-CHD01 (79734) Human Resource Function	ACC Virtual Campus	2021/07/02-2021/08/31 Distance Education Monday, Tuesday, Wednesday, Thursday, Friday Times to be Announced, Room to be Announced	To be Announced	20 / 20	3.00	
☐	2021-22 Summer Term	Open	HRMG-0033-EAD01 (79735) Human Resource Function	ACC Virtual Campus	2021/07/02-2021/08/31 Distance Education Monday, Tuesday, Wednesday, Thursday, Friday Times to be Announced, Room to be Announced	To be Announced	20 / 20	3.00	
☐	2021-22 Summer Term	Open	HRMG-0033-ECD01 (79736) Human Resource Function	ACC Virtual Campus	2021/07/02-2021/08/31 Distance Education Monday, Tuesday, Wednesday, Thursday, Friday Times to be Announced, Room to be Announced	To be Announced	20 / 20	3.00	
☐	2021-22 Summer Term	Open	HRMG-0033-ECM01 (79733) Human Resource Function	ACC Virtual Campus	2021/07/02-2021/08/31 Distance Education Monday, Tuesday, Wednesday, Thursday, Friday Times to be Announced, Room to be Announced	To be Announced	20 / 20	3.00	
☐	2021-22 Summer Term	Open	WRKP-0068-HMS01 (79730) Air Conditioning & Heat Pumps	ACC Virtual Campus	2021/07/02-2021/08/31 On-Line Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be AnnouncedVirtual Learning, Room N/A	B. Hack	50 / 50	1.00	
☐	2021-22 Summer Term	Open	WRKP-0069-HMS01 (79732) Electrical	ACC Virtual Campus	2021/07/02-2021/08/31 On-Line Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be AnnouncedVirtual Learning, Room N/A	B. Hack	50 / 50	2.00	

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5. Select the section you want. *Make sure you choose the correct start date* (Meeting Information) and correct *Section Name and Title* needed for your program as there may be more than one option. Refer to your program's webpages for a list of courses needed for your program.

You can select more than one section at a time. When done, click **submit**.

6. In the **Action** drop down box (for each section chosen), choose "**Register**" then click on **submit**.

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
Register	2021-22 Summer Term	HRMG-0033-ECM01 (79733) Human Resource Function	ACC Virtual Campus	2021/07/02-2021/08/31 Distance Education Monday, Tuesday, Wednesday, Thursday, Friday Times to be Announced, Room to be Announced	To be Announced	20 / 20	3.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
☐			You are not currently registered for any sections.					

If one of my choices is not available
ALL Allow me to adjust all ▾

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7. The next screen confirms that you have been registered:

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 as well as any other relevant 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.

See next page for payment process

1. In myACC, click on the **View Account & Make Payments**. This takes you to where you can pay for the course.
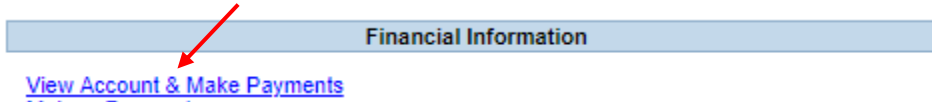
2. Select the line(s) you are paying for and **Choose a Payment Method** (Visa or MasterCard).

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.