

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”:

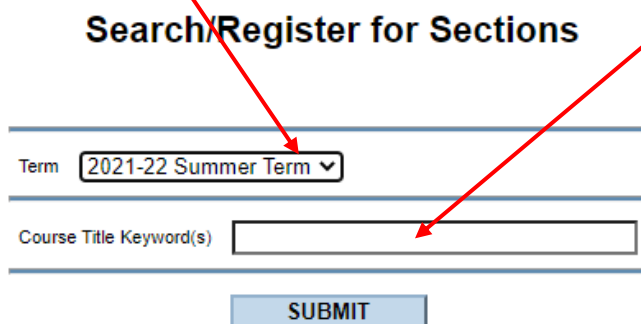
Register for Sections

[Search and register for sections](#)

Click on the link above if you would like to look for sections, add them to your preferred list of sections and then register for them.

OK

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 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**.



A screenshot of a form titled "Search/ Register for Sections". The form has a light blue border. It contains two input fields: a dropdown menu for "Term" with "2021-22 Summer Term" selected, and a text input field for "Course Title Keyword(s)". Below the input fields is a "SUBMIT" button. Two red arrows point from the text in step 4 to the "Term" dropdown and the "Course Title Keyword(s)" input field.

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
<input type="checkbox"/>	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 Announced/Virtual Learning, Room N/A	B. Hack	50 / 50	<input type="text" value="1.50"/>	
<input type="checkbox"/>	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 Announced/Virtual Learning, Room N/A	B. Hack	50 / 50	<input type="text"/>	1.00
<input type="checkbox"/>	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 Announced/Virtual Learning, Room N/A	B. Hack	50 / 50	<input type="text"/>	1.00
<input type="checkbox"/>	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 Announced/Virtual Learning, Room N/A	T. Schell	8 / 8	<input type="text" value="3.00"/>	
<input type="checkbox"/>	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 Announced/Virtual Learning, Room N/A	T. Schell	8 / 8	<input type="text" value="3.00"/>	
<input type="checkbox"/>	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	<input type="text" value="3.00"/>	
<input type="checkbox"/>	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	<input type="text" value="3.00"/>	
<input type="checkbox"/>	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	<input type="text" value="3.00"/>	
<input type="checkbox"/>	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	<input type="text" value="3.00"/>	
<input type="checkbox"/>	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 Announced/Virtual Learning, Room N/A	B. Hack	50 / 50	<input type="text" value="1.00"/>	
<input type="checkbox"/>	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 Announced/Virtual Learning, Room N/A	B. Hack	50 / 50	<input type="text" value="2.00"/>	

- 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**.

- 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	<input type="text" value="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

7. 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
2021-22 Summer Term	Registered for this section		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	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
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	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.					

OK

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.

CHANGE PASSWORD | LOG OUT | MAIN MENU | **STUDENTS MENU**

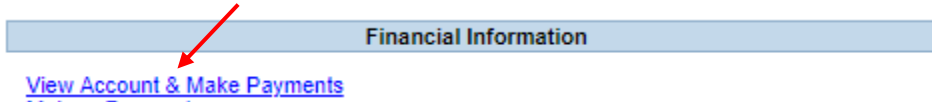
CURRENT STUDENTS - My ACC FOR STUDENTS MENU Welcome

The following links may display confidential information.

See next page for payment process

Paying for your course

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).

The screenshot shows the payment interface. At the top, it displays "Total Payment : \$281.19" and a dropdown menu set to "MasterCard". To the right are two buttons: "Proceed to Payment" (highlighted in blue) and "Create Payment Plan". Below this is a "Collapse All" button and a "Please Note: Amounts Due may include credit amounts." message. The main section is titled "2021-22 Summer Term" with a total of "\$281.19". It contains a table with the following data:

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	A/R - Student Receivable	FEEW	2021-07-01	\$281.19	\$ 281.19

At the bottom, a dark grey bar shows "Total Amount Due" as "\$281.19". A red arrow points from the top of the page down to the "Proceed to Payment" button.

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.