

# Registration Instructions via myDMACC & Web Info System

Start from the DMACC homepage: [www.dmacc.edu](http://www.dmacc.edu)

**Step 1:** Click **myDMACC** (top right corner of page).

**Step 2:** You are now at the “myDMACC Sign In” page. Enter your DMACC username (i.e. jsmith or bjdoe1) and 8 character password. You should have received your username and temporary password via email and postal mail after you submitted your application for Admission to DMACC. You can also look up your username or reset your password on the myDMACC Sign In page.  
**Note:** If this is your first time logging in to myDMACC, you are required to set up your personal security questions/answers and your unique password.

**Step 3:** After you have successfully logged in to **myDMACC**, click the Student Tab at the top of the page to access student information (such as class schedule, grades, student account etc...). Tabs along the left of the page provide access to your DMACC Email, Blackboard, Office 365, Degree Works and the Web Info System.

**Step 4** To register for classes, click on the **Web Info System** button on the left side of the page.

**Step 5 (A or B)**

**5A:** If you have previously earned college credit by: attending DMACC, earned at your high school, or transfer credit from another college that has been evaluated by DMACC, you can view those credits by clicking on **View Transcript**. Select “All Levels” then “Credit Transcript” and Submit. Make note of any coursework listed on your transcript that will provide credits toward completion of your selected degree. When finished viewing your transcript, select the “Student Services” tab at the top of the page.

Go to Step 6

**5B:** If you know that you *do not have previous college credits* (either at DMACC, credit through your high school or another institution) click on the **Registration Main Menu**.

Go to Step 7

**Step 6** Click on **Registration**.

**Step 7** Click on **Add/Drop Classes**.

**Step 8** **Choose** appropriate semester and click on **Submit**.

**Step 9** You are now at the “Register for or Add/Drop Classes” page. To register for your classes, use either **Option 1** (for best results) or **Option 2**

Option 1

Click on the **Class Search** button near the bottom. Select **Advanced Search** to have a thorough search engine to look for class sections that have seats available. You are now at the “Look Up Classes” page.  
**Note:** For the best search results, utilize only the **Subject, Course Number and Campus for each class for which you wish to search**. Once you have narrowed your search using the Subject, Course Number and Campus, click **Section Search**.

**Step 9 (Option 1)** continued

Helpful Hint: Click on the course title to read the course description before selecting a course.

From your search results, select the course you wish to take by clicking the box to the left of the course.

At the bottom of the page, click **Register**. If there is a registration error, you will see a STOP sign. There is a **Registration Error Help** link at the bottom of the page.

Continue using the same process and remember to use **Advanced Search** each time.

Option 2

If you know the **CRN** (course reference number) of the courses you want to take, scroll to the “Add Classes Worksheet” at the bottom of the page and enter the **CRN** for each class in the blanks provided.

Click on **Submit Changes**.

If there is a registration error, you will see a STOP sign. There is also a **Registration Error Help** link at the bottom of the page.

**Step 10** When your schedule has been fully developed, print a copy of your schedule by clicking on the **Student Detail Schedule** link at the bottom of the page, below the line. **Print a copy of your schedule. You are responsible for the accuracy of your schedule.**

**Step 11** To print a copy of your tuition amount due, click on **Registration Fee Assessment**. **This is your tuition amount due. Print a copy. You are responsible for payment of your tuition by the tuition due date.** Tuition due dates are available by contacting the Student Accounts office or <https://www.dmacc.edu/studentaccounts/Pages/paymentduedates.aspx>.

**Step 12** To update all contact information, select the **Personal Information** tab at the top of the page. **Make sure to confirm all addresses, phone numbers and email contact information and update any areas if needed.**

**Step 13** Optional: If you wish to pay your tuition and fees online or set up a payment plan, click on **Online Payment Plan** or **Credit Card Payment** or **E-check Payment** at the bottom of the “Registration Fee Assessment” page.

**Step 14** Optional: If you have Financial Aid information that you want to view, click on the **Student Services** tab at the top of the page, then click on the **Financial Aid** link.

**Step 15** To log out of the system, click on Exit in the upper right-hand corner of the page and then click on **Return to Homepage**.

**Students must view final grades using the Web Info System at the end of each term. Login, click on Student Services, Student Records, and then Final Grades or Academic Transcript.**