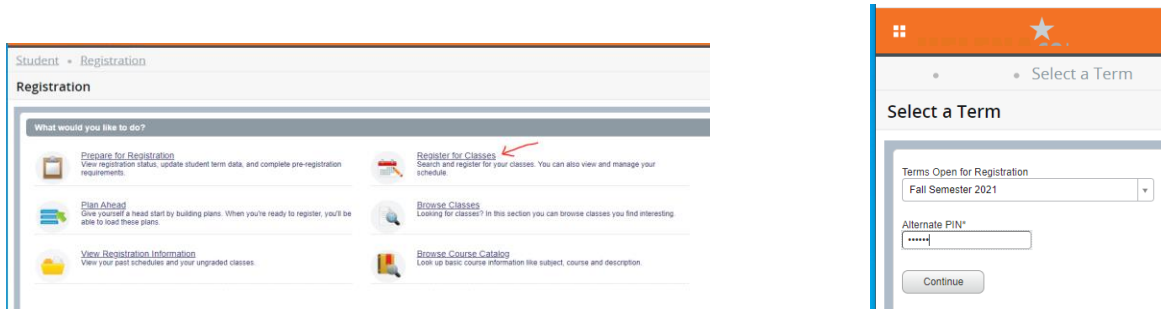


How to Register and View Your Schedule Online

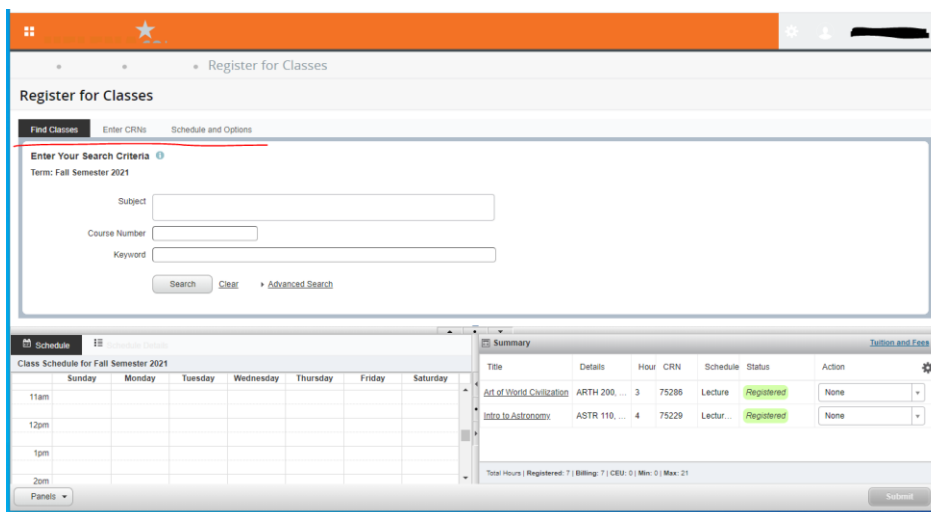
1. Access the Helena College website at www.HelenaCollege.edu.
2. Select the '**Student Portal**' link located in the upper right corner of the screen.
3. Select the '**MyHC**' link below to login and enter your NetID and Password.*

***Note:** If this is your first time using this service, you are required to **Activate** your **NetID**. After successful activation, you will be able to access **Student Email, Moodle, MyHC and Password Manager**.

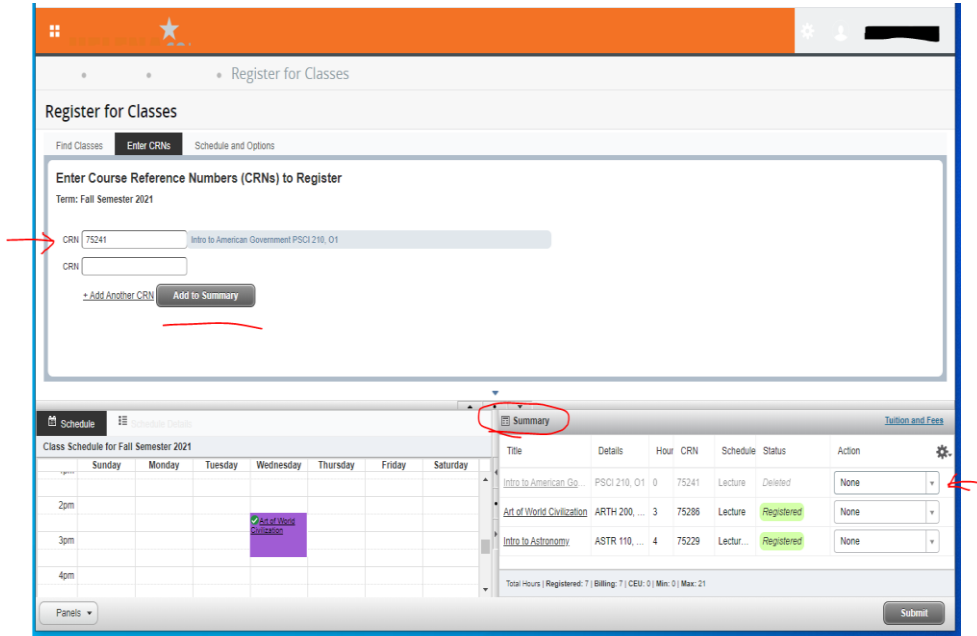
4. Select the '**Registration**' link on the Student Profile landing page to register and view your schedule. You can also select the 'Student Services' tab to view and print your schedule. Select the term you wish to view and Submit.
5. From the Registration page select '**Register for Classes**'. Next, select the term for registration and enter your '**Alternate/Advising Pin**' you received from your Academic Advisor. After selecting '**Register for Classes**' you are asked to confirm or decline health insurance. Each time you register for a new term you will be asked to confirm or decline health insurance.



6. From the '**Register for Classes**' page you can Find Classes, Enter CRN #'s and View your Schedule. See 'Find Classes' tab here:



- Select the 'Find classes' tab to search OR in the 'Enter CRNs' tab you can enter additional CRN #'s and add to Summary. Under Summary select 'Submit' to save your changes and complete registration. Select 'Submit' after making any changes. You will see 'Registered' highlighted in green next to the class.



- The Summary section you will be able to Drop/Delete, Waitlist and/or Register for a class if the Waitlisted class has been offered to you. (If a class is full, you will have the option to add yourself to the Waitlist. You will be notified via your Helena College email, available in your Student Portal, and then will have 24-72 hours to register yourself for the class.)
- You can also print your schedule – look for the printer icon in the upper right side of the 'Schedule and Options' tab.

