

# Registration Instructions for the DMACC Web Info System

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

Click on the course title to view the course description before selecting a course.

**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. jdsmith 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, Office 365, Blackboard, 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**, then click **Add/Drop Classes**. Choose semester and click Submit.

**Step 7:** You are now at the “**Register / Add or Drop Classes**” page. To register for your classes, use either Option 1 (recommended) or Option 2.

**Option 1:** Click on the **Class Search** button near the bottom of the page. Then, select **Advanced Search** for best results. You will access the “Look Up classes” page.

### Helpful Hints:

For best search results, utilize only the Subject, Course Number and Campus for each class you search.

To search for (or add) more than one course in the Same Subject, leave the Course Number field blank.

**Step 7 (continued):**

From your search results, select the course(s) you wish to register for by clicking the box to the left of the course. Scroll down and click **Register**. If there is a registration error, you will see a STOP sign. There is a link to **Registration Error Help** at the bottom of the page for more information. 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” and enter the CRN for each class in the blanks provided. Scroll down and click on **Submit Changes**. If there is a registration error, you will see a STOP sign. There is a link to **Registration Error Help** at the bottom of the page for more information.

**Step 8:** When your schedule is complete, from the **Registration** menu click **Student Summary Schedule** (which includes refund & drop deadlines), and **Student Detail Schedule** (shows wait-list classes). Print a copy of your schedule. **You are responsible for the accuracy of your class schedule.**

**Step 9:** To view your tuition amount and due date, from the Registration menu, click **Pay Your Bill** then **Account Detail for Term**. Print/save a copy. **You are responsible for payment of your tuition by the tuition due date.**

**Step 10:** 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 11:** Most classes require textbooks. Textbooks are available for purchase on-campus or online. To view textbook requirements for your classes, or order textbooks online, click on the **Student Services** tab at the top of the page. Click on **Registration**, then **Purchase Books Online**.

**Step 12:** 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 13:** 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 14:** 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**.

**To view final grades: At the end of each term, Log into myDMACC. Click Web Info System. Then click Student Services, Student Records, then Final Grades or Academic Transcript**