My Oregon Coast Portal

The Oregon Coast Community College portal is where students will register for courses, input drop/withdrawals, check financial aid and upload documents.

1. To access your portal log onto the Oregon Coast Community College website
   a. Select MyOregonCoast.

   ![CNS Portal window](image)

   The CNS Portal window opens

2. Select the Login button
When you select the MyOregonCoast link you will be directed to the Microsoft Pick an account window

3. Select the MyOregonCoast link

The Microsoft Pick an account window opens

4. Select your account (i.e. hera.test@oregoncoast.edu)

The Microsoft Enter Password window opens

5. Enter the OCCC password you used when creating the account

6. Select the Sign in button
Registering for Classes

The **Student Portal** window opens

1. Select **Academics** to open the menu options

   The Academics menu options allow you to register for classes, view your class schedule and calculate your grade point average (GPA).

2. Select **Registration**
The **Online Registration** window opens

This is where you will select the Enrollment Type and the term you wish to register for.

Using the arrow beside the field (if available) open the enrollment type options. If only one enrollment type exists, the field will already be selected and filled.

3. **Select your Enrollment Type**

   Early College and Dual credit student must ensure they select the correct PROGRAM TYPE in order to receive either the Early College discount or the non-charge option of Dual Credit.

   Using the arrow beside the field open the Term options.

4. **Select your Term**

   The enrollment and term selection determine your registration status. You cannot proceed to in the registration until you select a valid enrollment and term.
The **Registration Status** window opens

5. Select the **Register** button

The **Registration for 2020-xx xxxxxx Term** window opens as a pop-up window.

The page has multiple sections that can be expanded or collapsed using the “+ and -“ options on the section bars. There are three steps to registration the “Select, View and Register” where you select the courses you wish to add or drop.

The are four sections in the Register window. The **Serch Courses & Quick Add** section is used when searching and registering for classes. The **Coures section** displays the courses resulting from the search. The search results will appear as Required or Electives courses. The **Registration Summary – Classes / Credits section** displays your registration summary.

The **Selected Courses section** is where you go when dropping a class.
6. To drop a course select the icon beside the correct course option.

   The course is removed from view the Selected Courses section but you must complete the un-register process.

   Please click the Register / Drop button to complete the registration process.

7. Select the Register/Drop button

   Your selected drop courses are removed from the Course Schedule section and from your schedule.

   The Selected Course opens to display the courses you are dropping. The Register / Drop button changes to display how many courses you selected to drop.
8. Select the **Register/Drop1** button

The Course Schedule section now shows the courses you unregistered for and those you are still registered for.

9. Select the **Close Window** button to close the window and return to the portal or Select the **Return to View Courses** button to return to the Selected Courses section.

The Registration Summary – Classes / Credits section is adjusted to display the corrected course information based on your selections.

You may need to refresh the page for your changes to display.
10. Select the *Refresh Page* option

11. Select the *X* button on the Microsoft pop-up window.

The window closes and returns you to the portal.