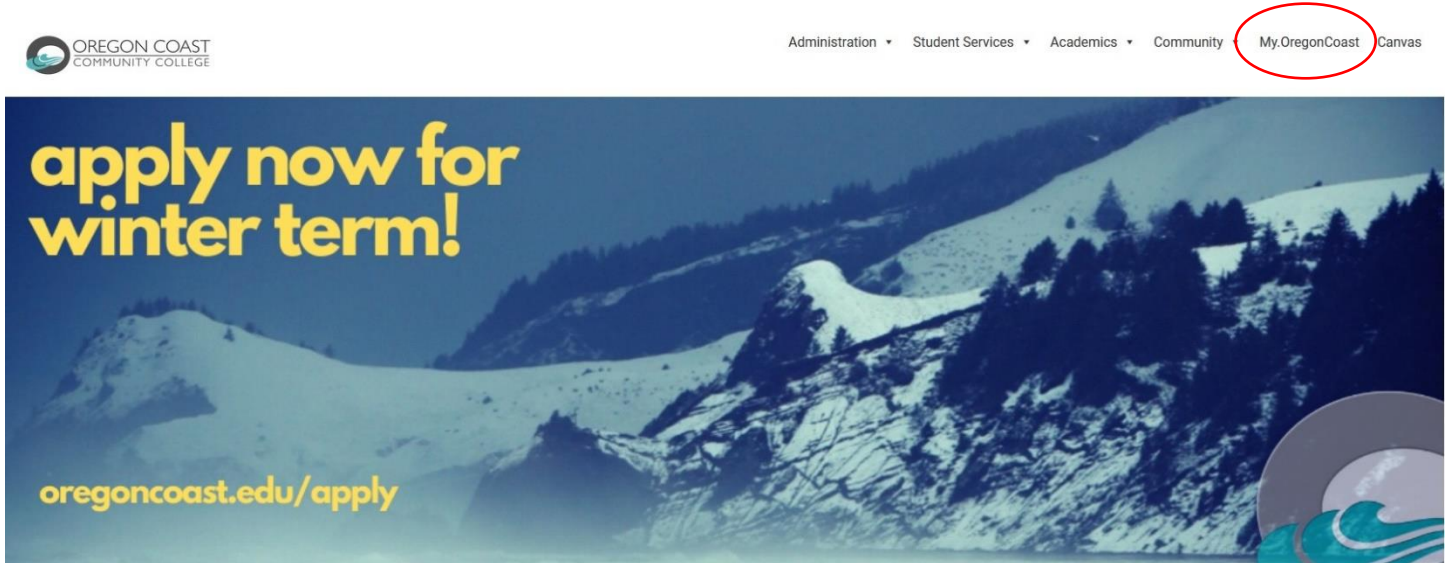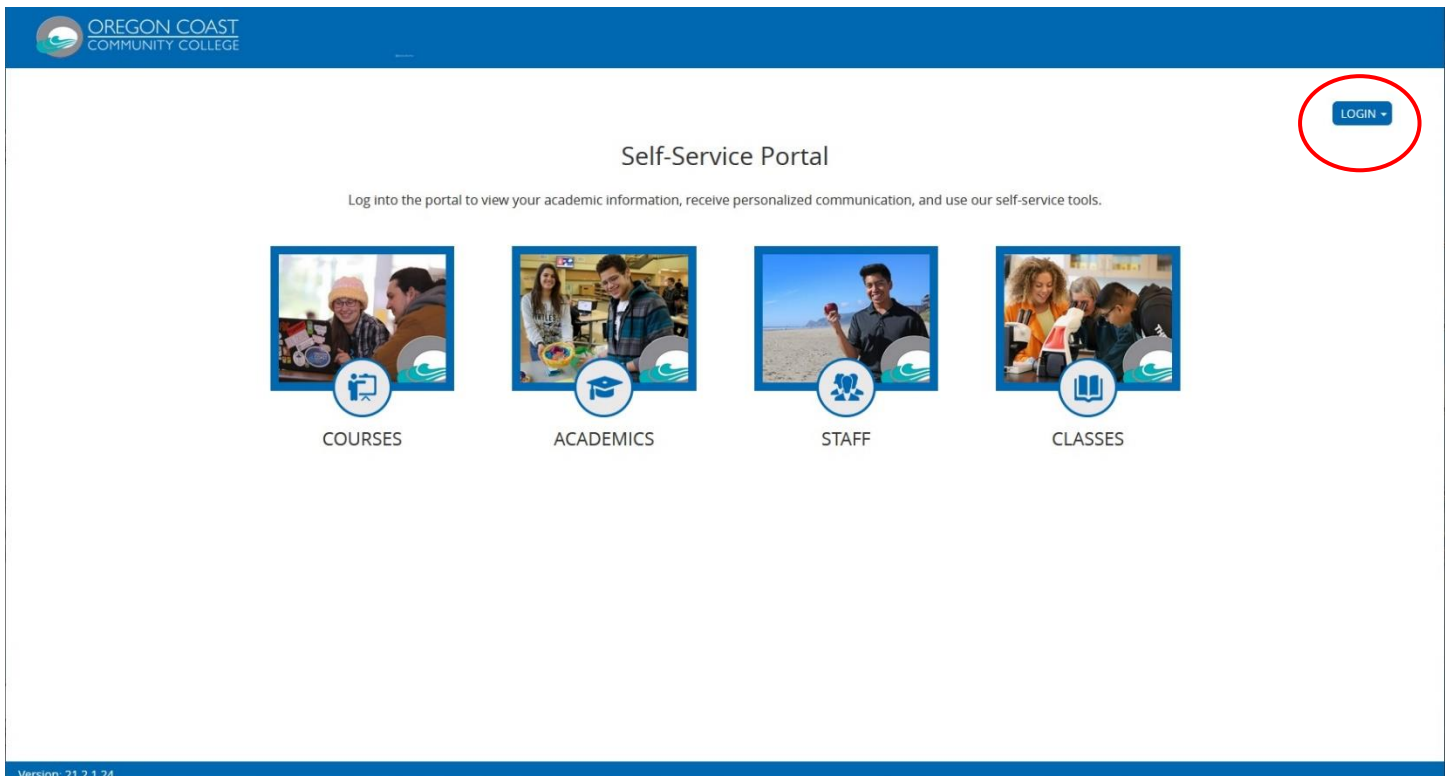# My Oregon Coast Portal

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
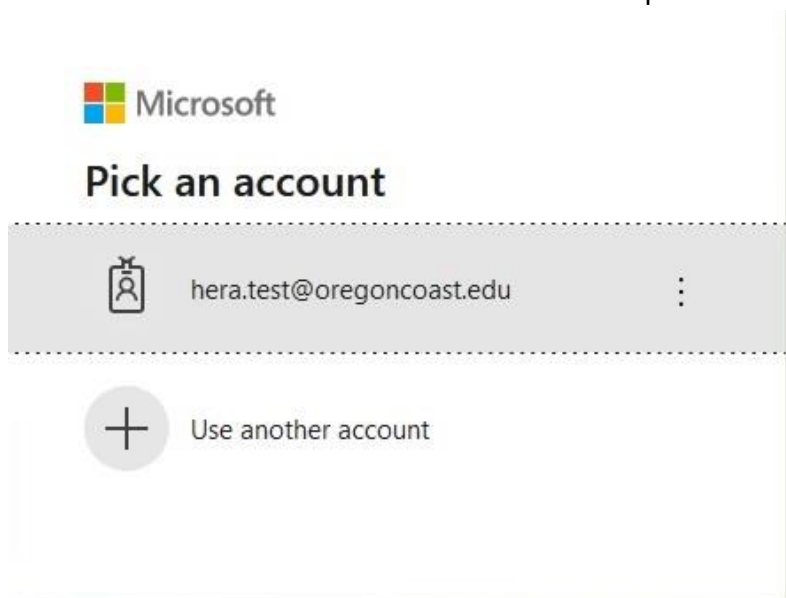   a. Select *MyOregonCoast*.

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

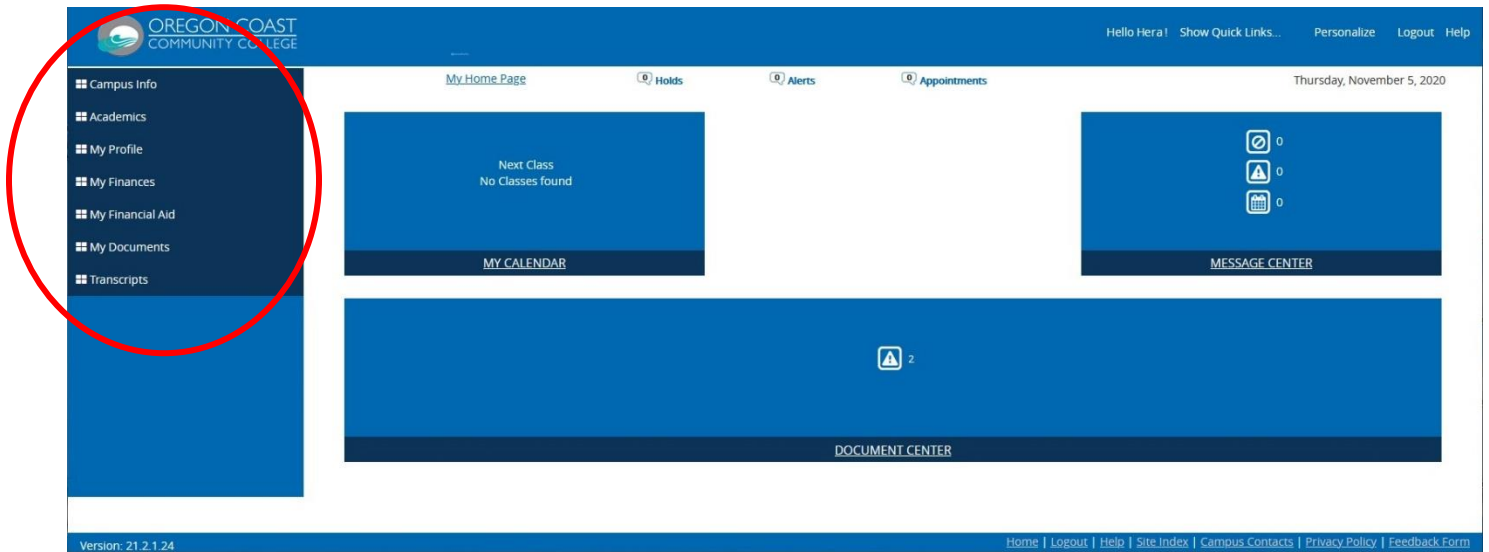4. Select *your account* (i.e. hera.test@oregoncoast.edu)

The **Microsoft Enter Password** window opens

5. Enter the OCCC *password* you used when creating the account
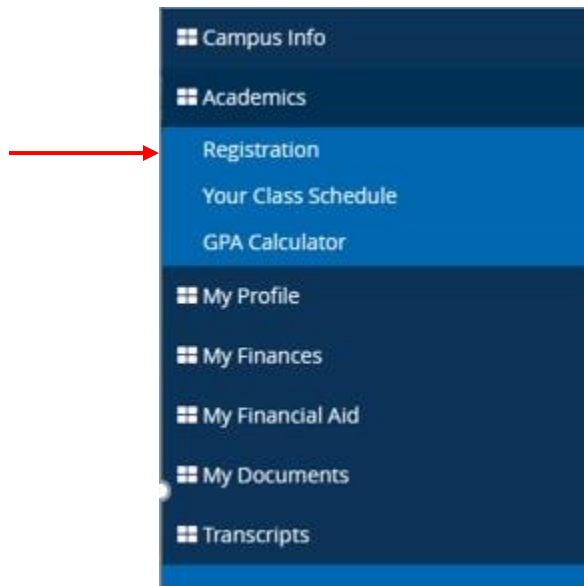
6. Select the *Sign in* button

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 collasped 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 Couses & 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.

Registering for 2020-21 Winter Term 9/28/2020 - 12/12/2020

Register in 3 easy steps.
1 Select   2 View   3 Register

Tuesday, November 17, 2020 9:40:17 AM   Refresh Page
Close Window

Search Courses & Quick Add

Courses

Selected Courses

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

View   Register / Drop

Show ALL entries   Search

Showing 1 to 5 of 5 entries   Previous 1 Next

Select	Action	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Status	Shift
☑	🗋	ART131A	Drawing I	Z1	No scheduled meetings	3.0	MAIN	NA	NA	Registered	NA
☑	🗋	CAS133	Basic Computer Skills/Microsoft Office	Z1	No scheduled meetings	4.0	MAIN	NA	NA	Selected	NA
☑	🗋	CG100	College Survival & Success	Z1	No scheduled meetings	3.0	MAIN	NA	NA	Registered	NA
☑	🗋	MTH20	Fundamentals of Mathematics	Z1	MW 8:00AM- 10:20AM	4.0	MAIN	NA	NA	Selected	NA
☑	🗋	PE182K	Yoga I	Z1	No scheduled meetings	1.0	MAIN	NA	NA	Selected	NA

Show ALL entries   Search

Showing 1 to 5 of 5 entries   Previous 1 Next

Registration Summary - Classes / Credits (2/6.00)

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.

    Select   Register / Drop
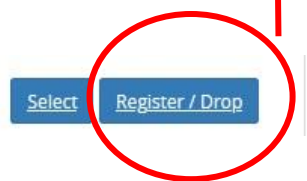
7. Select the *Register/Drop* button

    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.

Code	Title	Section	Schedule	Credits	Campus	Building/Room	Instructor	Status	Last Day to Drop	Term Period	Shift
CAS133	Basic Computer Skills/Microsoft Office	Z1	No scheduled meetings	4.0	MAIN	NA	Boyce, Thomas	Pending Drop	12/11/2020 12:00 AM	9/28/2020-12/12/2020	NA

Return to View Courses   Register / Drop1

8. Select the *Register/Drop1* button

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

Course Schedule

Close Window   Return to View Courses

Courses Not Registered : Audit Conflicts

The following courses could not be registered. ,CAS133

Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

| Code	Title	Section	Schedule	Credits	Campus	Building/Room	Instructor	Status	Last Day to Drop	Term Period	Shift
ART131A	Drawing I	Z1	No scheduled meetings	3.0	MAIN	NA	Goos, Julia	Registered	12/11/2020 12:00 AM	9/28/2020-12/12/2020	NA
CG100	College Survival & Success	Z2	TH 2:30PM- 3:50PM	3.0	MAIN	NE-CCC:CC-32	Parks, Carole	Registered	12/11/2020 12:00 AM	9/28/2020-12/12/2020	NA

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 selectins.
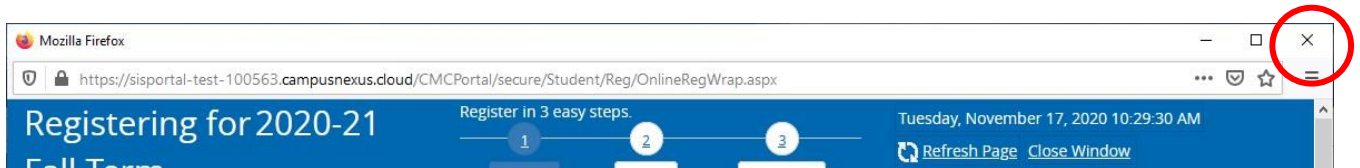
Registration Summary - Classes / Credits (2/6.00)

	Selected	Reserved	Registered	Audited	Waitlist
Classes	4	0	2	0	0
Credits	11.00	0.00	6.00	0.00	

You may need to refresh the page for your changes to display.

10. Select the *Refresh Page* option
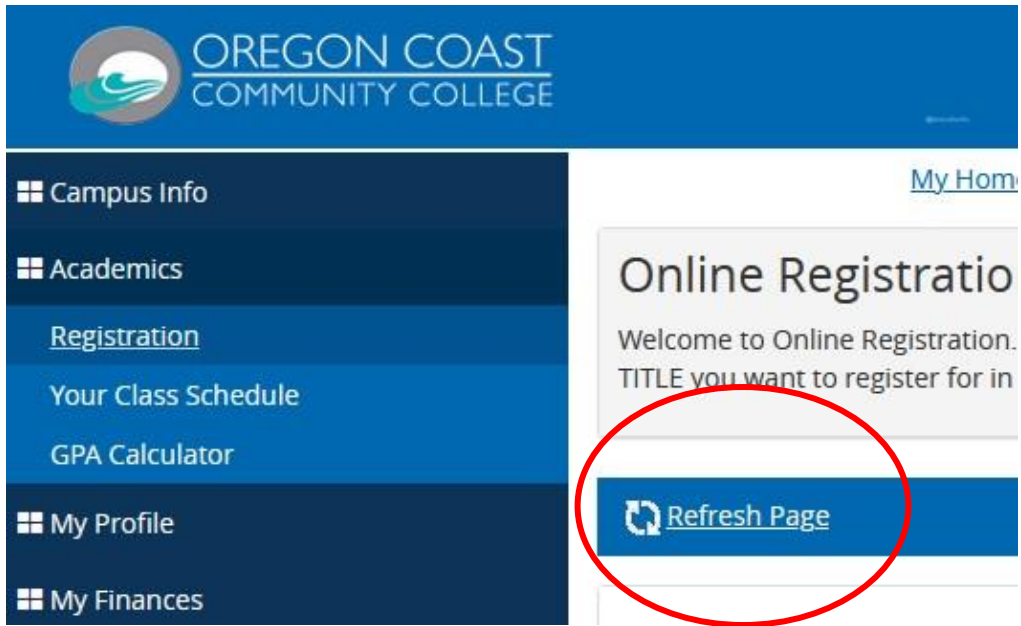
11. Select the *X* button on the Microsoft pop-up window.

The window closes and returns you to to portal.