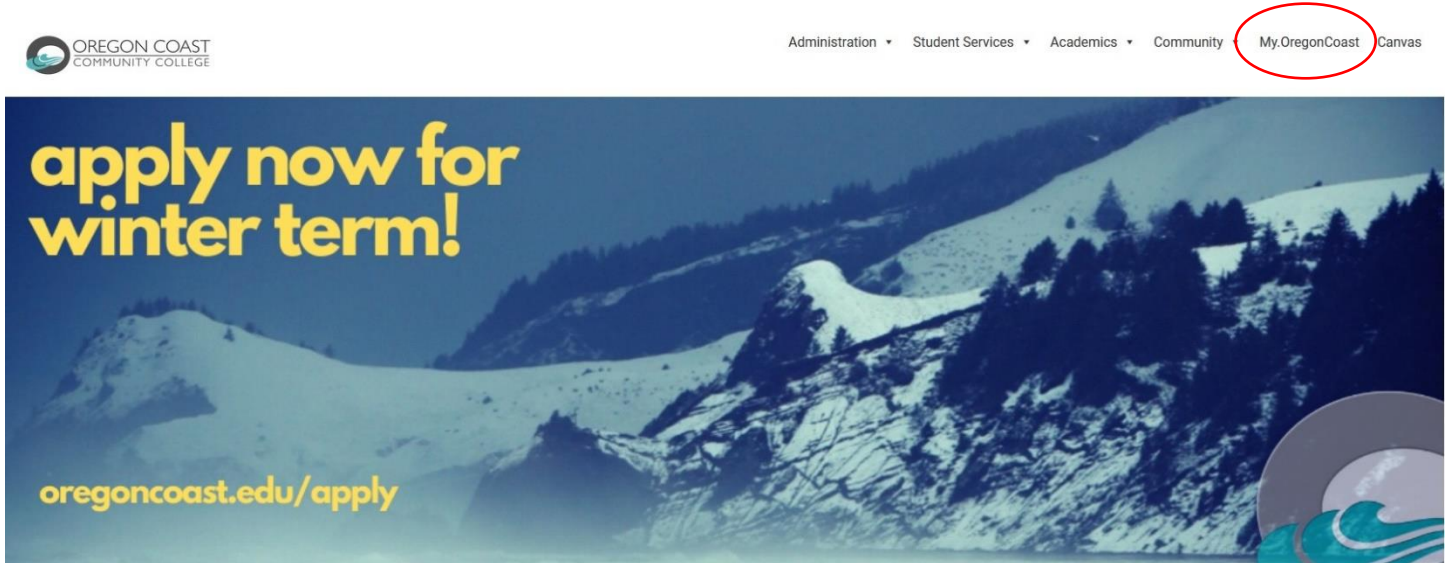


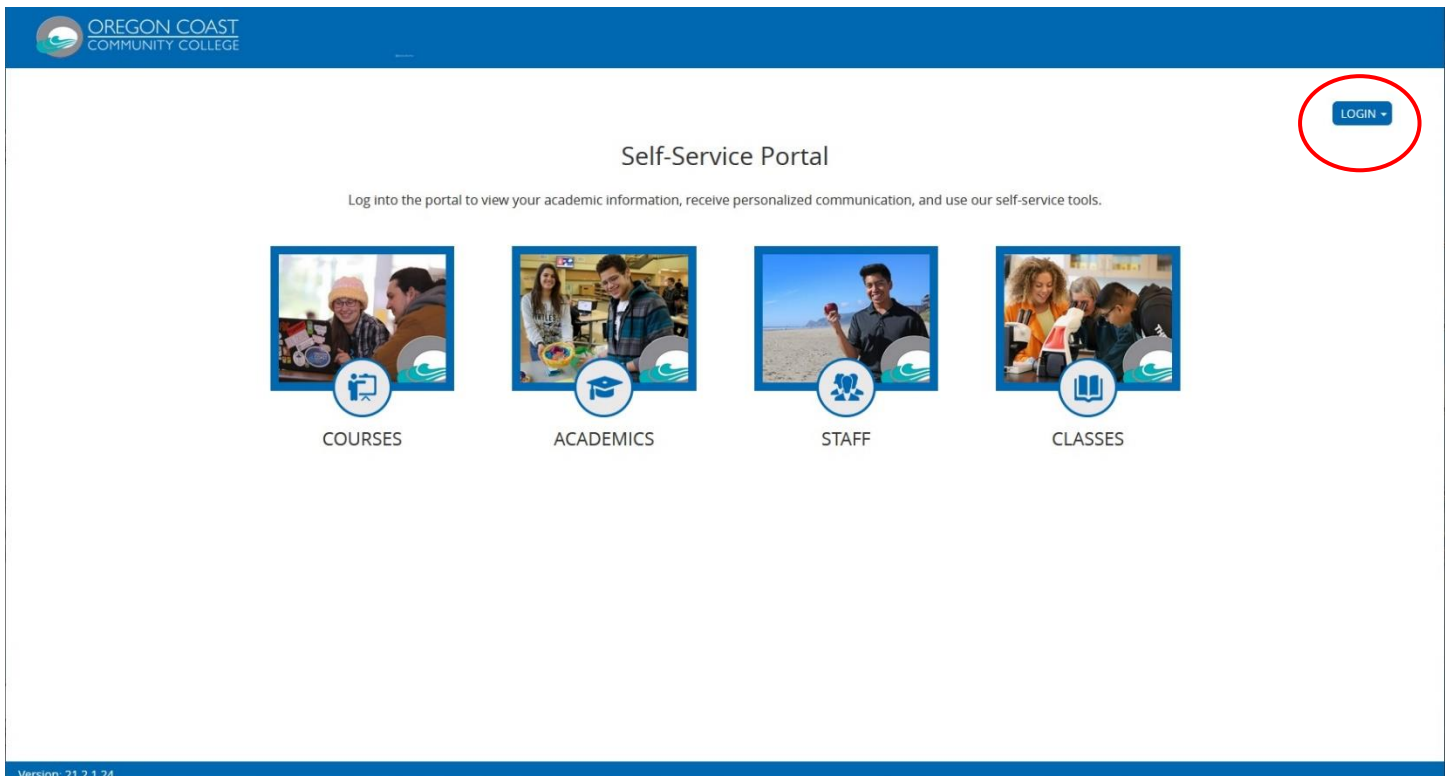
My Oregon Coast Portal

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



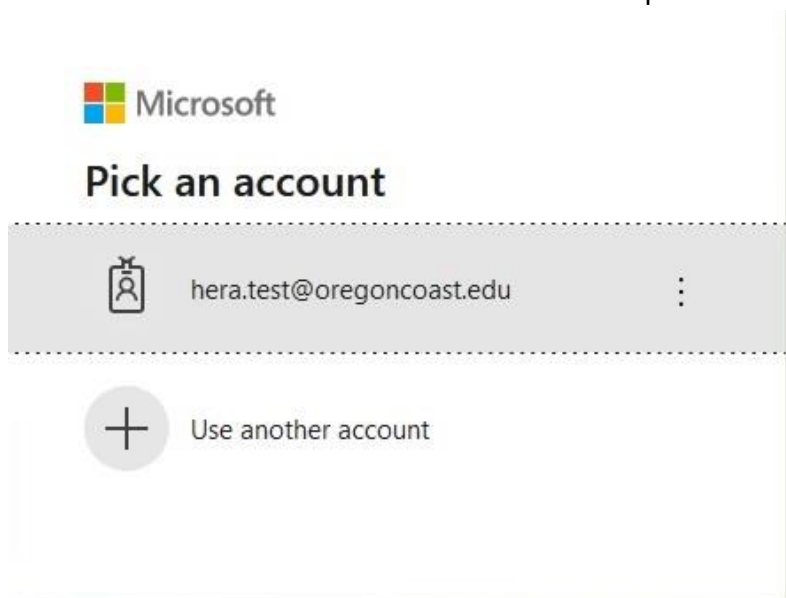
2. Select the *Login* button

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)

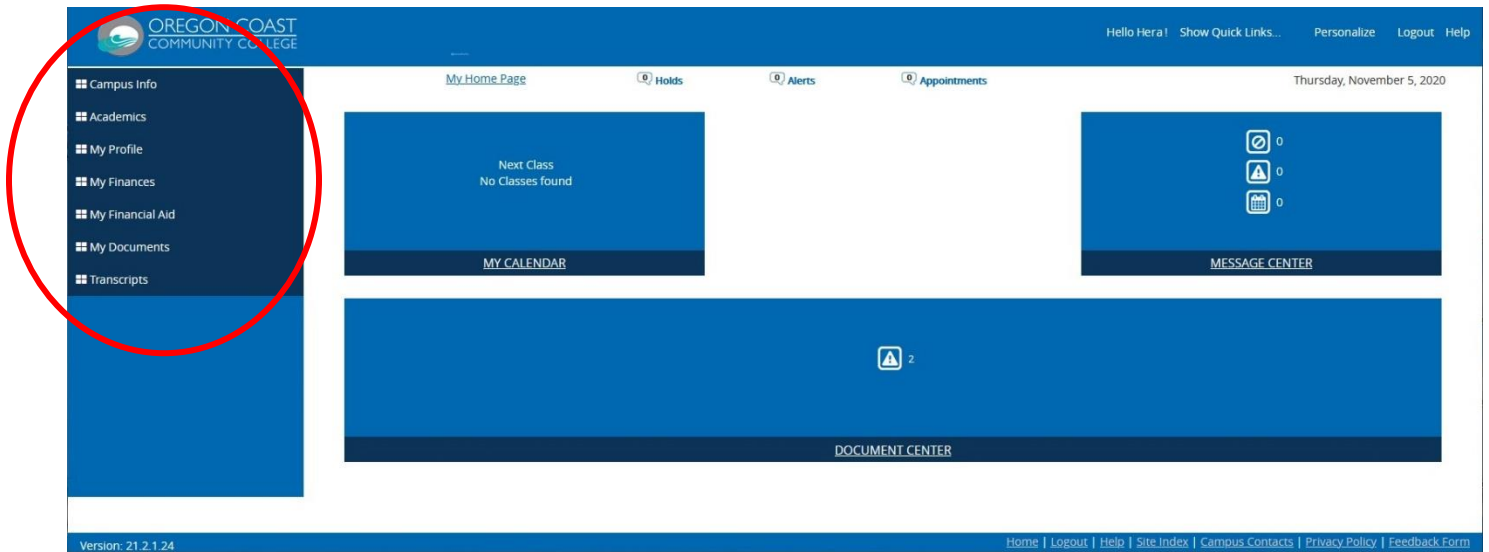
The **Microsoft Enter Password** window opens



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

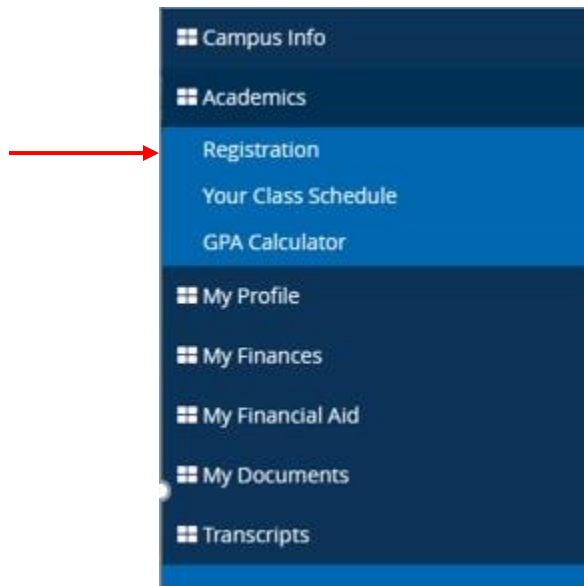
Registering for Classes

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.

OREGON COAST COMMUNITY COLLEGE

Hello Hera! Hide Quick Link... Logout Help

Faculty Directory Canvas

My Home Page Holds Alerts Appointments Thursday, November 5, 2020

Online Registration

Welcome to Online Registration. Please select the term you wish to register for below. For the best course search results it is suggested to enter the COURSE CODE or COURSE TITLE you want to register for in the Search Box

Refresh Page View Registration Tutorial

Enrollment 9/28/2020 Associate of General Studies Term *Select*

Registered Courses +

Version: 21.2.1.24 Home | Logout | Help | Site Index | Campus Contacts | Privacy Policy | Feedback Form

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*

Enrollment 9/28/2020 Associate of General Studies Term *Select*

- 9/28/2020 Associate of General Studies
- 4/4/2022 Early College
- 4/4/2022 Dual Credit

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*

Enrollment 4/4/2022 Early College Term *Select*

- *Select*
- 2020-21 Fall Term
- 2020-21 Winter 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

The screenshot shows the 'Online Registration' page. On the left is a dark blue navigation sidebar with links for Campus Info, Academics, Registration (highlighted), Your Class Schedule, GPA Calculator, My Profile, My Finances, My Financial Aid, My Documents, and Transcripts. The main content area has a header with 'My Home Page', 'Holds', 'Alerts', and 'Appointments'. Below this is the 'Online Registration' title and a welcome message. There are buttons for 'Refresh Page' and 'View Registration Tutorial'. Two dropdown menus are set to '4/4/2022 Early College' for Enrollment and '2020-21 Winter Term' for Term. The 'Registration Status' section shows a search for '202021-3P' with one result displayed in a table. The table has columns for Code, Term Description, Term Period, Registration Period, Last Day to Add, Last Day to Drop, and Status. The status is 'Open'. A 'Register' button is at the bottom right of the table. At the bottom of the page, there is a 'Registered Courses (0)' section with a plus sign icon.

Code	Term Description	Term Period	Registration Period	Last Day to Add	Last Day to Drop	Status
202021-3P	2020-21 Winter Term	1/4/2021-3/19/2021	11/2/2020 12:00 AM - 12/4/2020 12:00 AM	12/4/2020 12:00 AM	12/4/2020 12:00 AM	Open

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.

There are four sections in the Register window. The Search Courses & Quick Add section is used when searching and registering for classes. The Courses 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.

Show ALL entries


Showing 1 to 5 of 5 entries

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

Show ALL entries

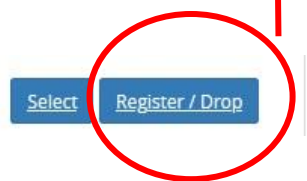
Showing 1 to 5 of 5 entries

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.



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.

Selected Courses											
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											
Courses Not Registered : Audit Conflicts										Close Window	Return to View Courses
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

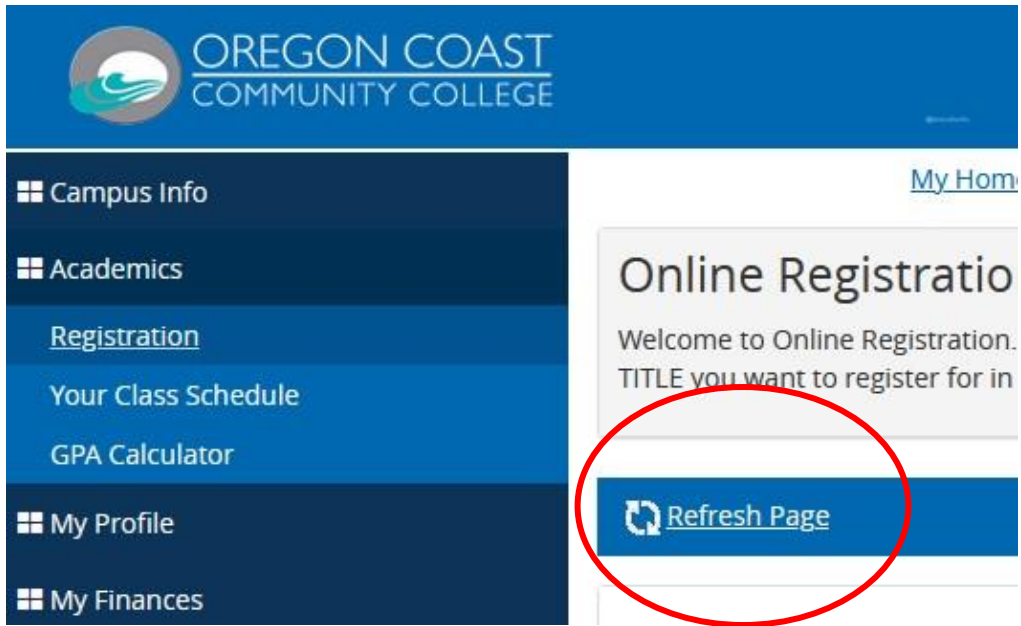
9. Select the *Close Window* button to close the window and return to the portal or Select the *Return to View Courses* button to return to the Selected Courses section.

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

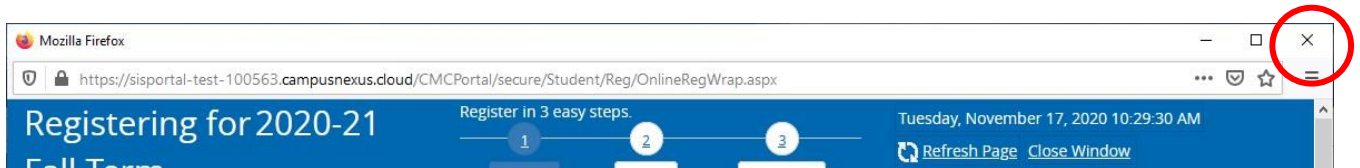
Registration Summary - Classes / Credits (2/6.00)					
	Selected	Reserved	Registered	Audited	Waitlist
Classes	4	0	2	0	0
Credits	11.00	0.00	6.00	0.00	

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.