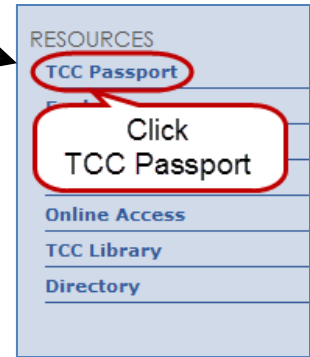


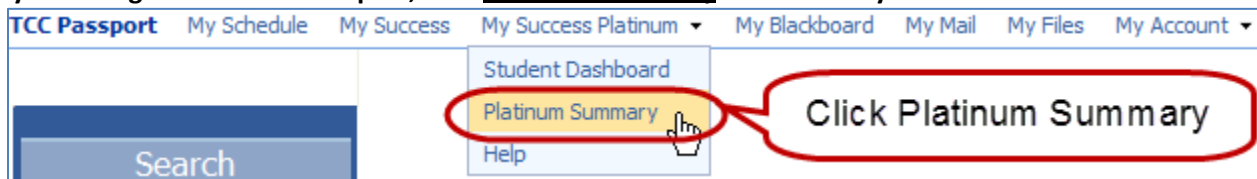
# HOW TO REGISTER FOR A CLASS

1. Go to [www.tcc.fl.edu](http://www.tcc.fl.edu), and click on TCC Passport (bottom right under RESOURCES).

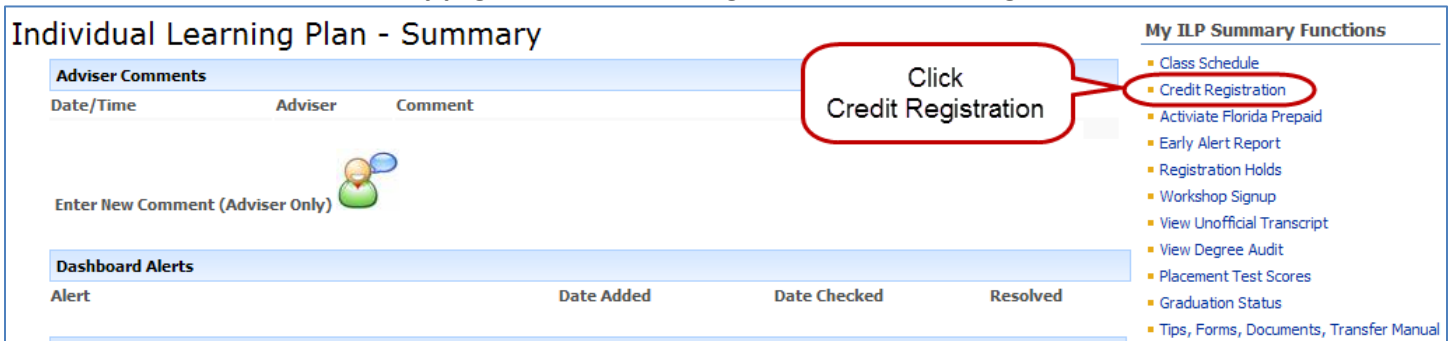
2. Click Sign In on the TCC Passport homepage (lower left in blue Navigation panel).  
NOTE: Select Private Computer to avoid being signed out after a few minutes, but make sure sign out and close the browser when you finish using TCC Passport.



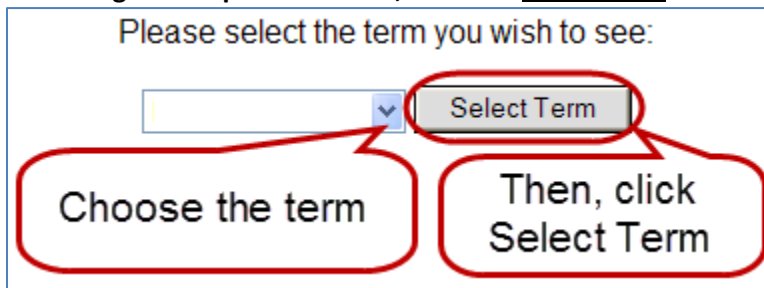
3. Once you are signed into TCC Passport, click Platinum Summary under the My Success Platinum tab.



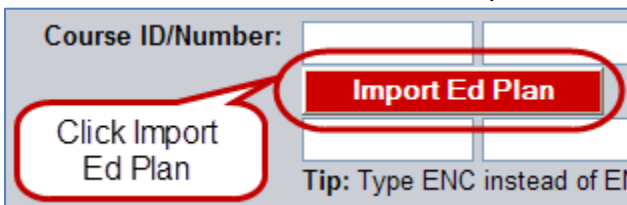
4. Maximize the Platinum Summary page, scroll to the far right, and click Credit Registration.



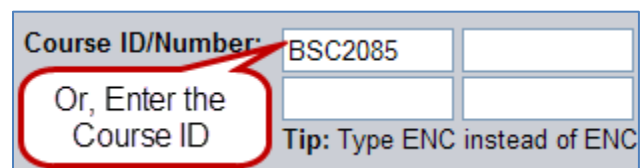
5. Choose the appropriate term using the drop-down arrow, and click Select Term.



6. Scroll down to the class search screen, and click the red Import Ed Plan button, or type in the Course ID.



OR



CONTINUE TO STEP 7 →

7. Click the red **Search Now** button to see all of the *available* classes from your Educational Plan.



8. To add a class, click the grey **Reference Number (Ref Num)** button located to the left of the Course Id.

Ref Num	Start Date	End Date	Time	Day(s)	Seats Left	Instructor
<b>Anatomy And Physiology I : BSC2085</b>						
<b>078868</b>	BSC2085	Main Campus	MLH/00152	05/05/10 07/16/10	9:00 AM - 10:15 AM	M W R 24 Tba

Click the Reference Number

9. After you have added all of your classes, click the red **Register Now** button.

Ref Num	Course Id	Sess	Start Date	Campus	Start Time	End Time	Day(s)	Instructor
<b>Register Now</b>								

Click Register Now

10. If there are no error messages, then click the grey **View / Print Schedule and Fees** button.

**Your Registration is not complete until you select View/Print Schedule and Fees below.**  
**NOTE: All Fees are not necessarily paid by FL Prepaid or other Financial programs - please print schedule for fee information, and then select Pay Your Fees below.**

Click Here **View / Print Schedule and Fees** Pay Your Fees

11. NOTE: Your schedule is not finalized until you click **View / Print Schedule and Fees**, and see the fee payment amount on a screen similar to the below image.

Total Schedule	- Sched Paid by Financial Aid	= Schedule Amt Due	+ Obligations Due	+ Receivables Due	- Previously Paid by Student	= Student to Pay Amount
\$804.60	\$0.00	\$804.60	\$0.00	\$0.00	\$0.00	\$804.60
Total Credit Hours		3.0	Total NonCredit Hours		0.0	
Credit Fees Owed		\$804.60	NonCredit Fees Owed		\$0.00	
Credit Payment Due Date		<b>04/27/10</b>	NonCredit Payment Due Date			
<p>Fees are due by 10:00 pm on the payment due date.            Your payment due date is listed above.            Lack of payment will result in loss of schedule and temporary lock out that prevents immediate re-registration.</p>						
<p><a href="#">Click here to pay by credit card</a></p> <p>Print</p>						