HOW TO REGISTER FOR A CLASS

1. Go to 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.

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.

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

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.

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.