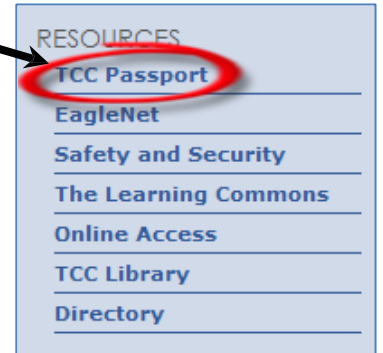


HOW TO REGISTER FOR A WEB-BASED CLASS

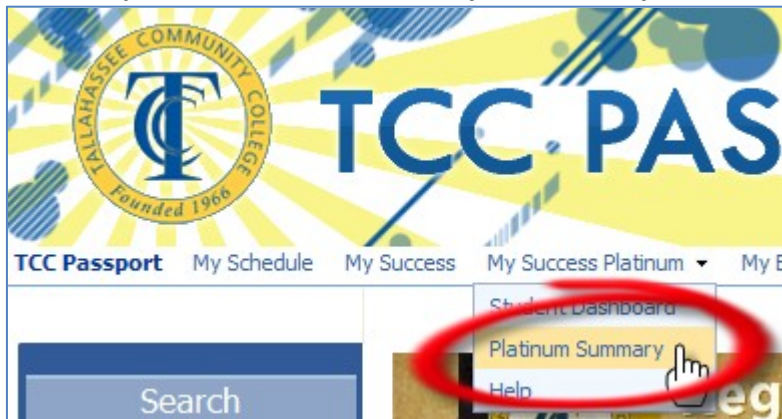
NOTE: Web-based courses are accessed through [Blackboard](#). All instruction is on the web.
For more information, visit the [Distance Learning](#) website.

1. Go to www.tcc.fl.edu, and click on **TCC Passport** (top right).

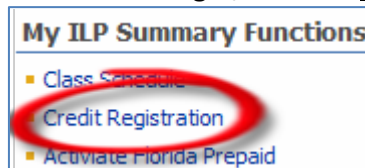
2. Click **Sign In** on the TCC Passport homepage (lower left in blue Navigation panel).



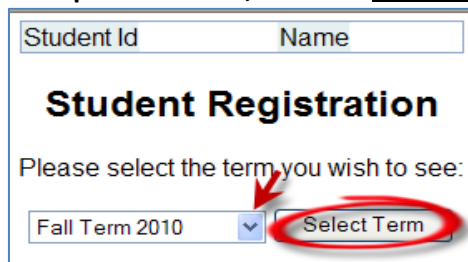
3. Once you are signed into TCC Passport, click **Platinum Summary** under the My Success Platinum tab.



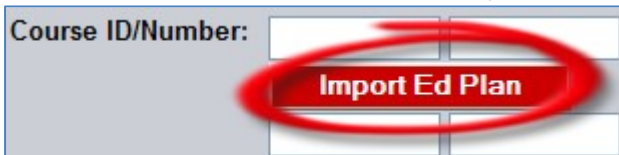
4. Maximize the Platinum Summary page, scroll to the far right, and click **Credit Registration**.



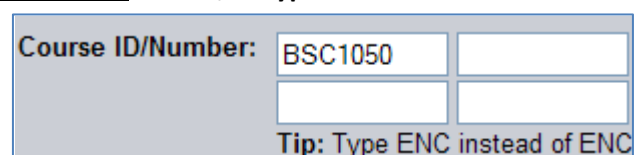
5. Choose the appropriate term using the drop-down arrow, and click **Select Term**.



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.

NOTE: Make sure that the Special Designator says **Web-Based Class**.

Ref Num	Course Id	Campus	Bldg/Room	Start Date	End Date	Time	Day(s)	Seats Left	Instructor
<input type="text" value="081750"/> <input type="button" value="Search"/>		Environmental Systems : BSC1050							
081750	<input type="button" value="BSC1050"/>	Main Campus	TBA/TBA	08/23/10	12/10/10	TBA	TBA	14	Butler, Wilbert
Special Designators: Computer Competency Web-Based Class									

9. After you have added all of your classes, click the red **Register Now** button. You may have to click this button twice.

Ref Num	Course Id	Sess	Start Date	End Date	Campus	Start Time	End Time	Day(s)	Instructor
<input type="button" value="Register Now"/>									
081750	<input type="button" value="BSC1050"/>	1	08/23/10	12/10/10	Main Campus	TBA		TBAWRFS	Butler, Wilbert
<input type="button" value="Drop Class"/>									
Special Designators: nullnullnullnullnull									
This is a web-based course.									

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.

Today's Date: Fri Mar 26 12:41:25 EDT 2010				Summer Term 2010		
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			04/27/10	NonCredit Payment Due Date		
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.						
Click here to pay by credit card						
<input type="button" value="Print"/>						