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.

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.

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

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

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.

   **Click here to pay by credit card**