

Concurrent Online Enrollment Step-by-Step Guide

1. Apply for Admission – New Students Only

Go to www.highlandcc.edu and select the Admissions tab. Complete the form. Select **Online** as your location. You will receive a login and password to your personal email address within 2-5 business days.



2. Create your MyHCC Account

MyHCC is used to access your student records (schedule, transcript, financial information, etc.) and to check your HCC email.

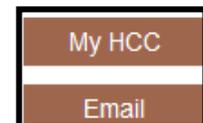
Student email account addresses are bstname.firstname@highlandcc.edu. Go to www.highlandcc.edu. Find the **LOGIN** box on the top right side of the screen.

Enter in your username (lastname.firstname) and temporary password (that was emailed to you when you enrolled in the course or applied for admission) in the Login box.

If you do not know your password, click the “Forgot password?” link and complete the form to request a new password or call 785.442.6060 for assistance.

Click Submit.

The Login screen appears. This is how you access MyHCC and Email. Click on the MyHCC button.



In order to access your MyHCC account you must verify your HCC ID Number, Name, and Birthday. This information is included in the login email you received from HCC. Click on the MyHCC button. Complete the verification form.

3. Enrolling in Classes

Login to your MyHCC account.
Select the Register Tab.

Select the Registration Link.

Select the 2018/Spring
Registration Period.

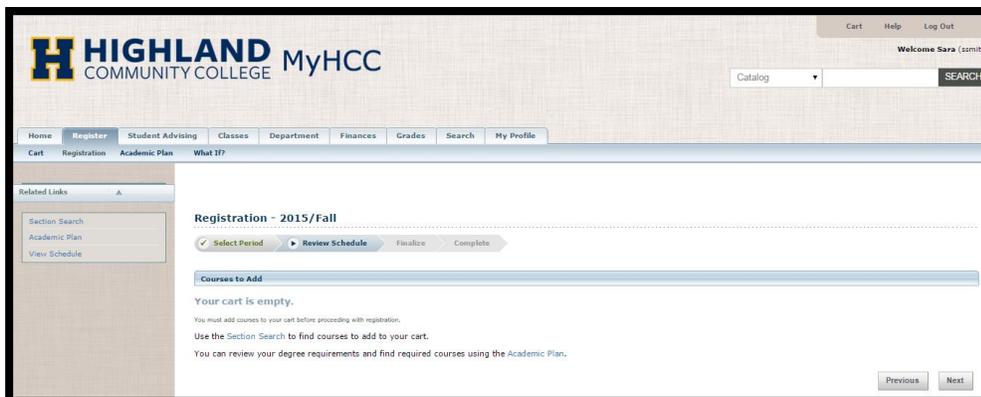


Add your courses to your cart
using the Section Search tool.
Search by location: Select
Online as your location.

Repeat the Search tool until
you select all of your courses.

Click Proceed to Registration
when complete.

Verify your schedule is correct
Click Next.

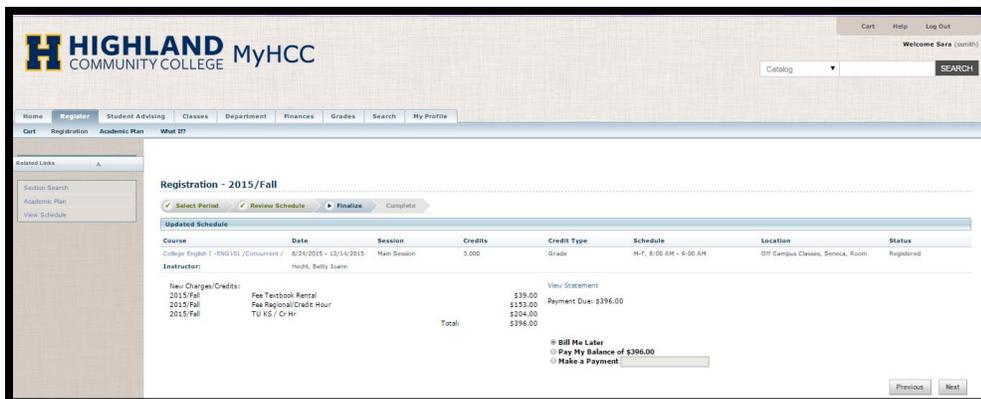


View your Schedule and
Charges. Click Next to
Finalize.

Enter Credit Card information
to make payment online.

*(Make sure you have read and
understand the payment
deadlines)*

Click Next to complete the registration process.



You will see a confirmation
screen stating your
registration is complete.

