How to Register with my>NTC

Following these instructions if you need to determine the five-digit class number.

Step 1

Step 2
Click “my>NTC.”

Step 3
Sign in.

User ID:
9 digit NTC student ID number

Password:
first two letters of first name, first two letters of last name, last four digits of social security number

System maintenance schedule: my>NTC is unavailable on Tuesday mornings between 5:30 a.m. and 7:00 a.m.
Step 4
Click “Enroll Online.”

If Prompted: Confirm address information.
Then click “Enroll in a Class.”

Step 5
Click “Enroll in a Class.”

If Not: Proceed to Step 6

Address Verification

Please confirm your mailing address on file with NTC. A current mailing address is required for class registration and financial aid processing. When updating your address, please enter in proper upper and lower case.

Current primary mailing address on file:
Address Line 1: 123 XYZ Street
Address Line 2: 123 XYZ Street
City: Wausau
Country: USA
Is this mailing address correct?

- Yes, this address is correct
- No, this address needs to be updated

Save Confirmation
- The Save was successful.
- Thank you for verifying your address!
**Step 6**
Select the appropriate term (aka semester).

**Step 7**
Determine “Career” based on course number

**Post Secondary:**
Refers to program courses that award credit and can be applied toward your degree. Course numbers (XX-XXX-XXXX) start with 10, 20, 30, 31, 32, and 50.

**Continuing Education:**
Refers to non-program courses that focus on occupational skills or provide self-enrichment. Classes are usually shorter term and cost less than post secondary (credit) classes. Course numbers (XX-XXX-XXX) start with 42 or 47.

**Step 8**
Click “Continue.”

<table>
<thead>
<tr>
<th>Search</th>
<th>Plan</th>
<th>Enroll</th>
<th>My Academics</th>
</tr>
</thead>
<tbody>
<tr>
<td>my class schedule</td>
<td>add</td>
<td>crop</td>
<td>swap</td>
</tr>
</tbody>
</table>

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Add Classes

Select Term

Select a term then click Continue.

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011 Spring</td>
<td>Continuing Education</td>
<td>Northcentral Technical College</td>
</tr>
<tr>
<td>2011 Spring</td>
<td>Post Secondary</td>
<td>Northcentral Technical College</td>
</tr>
</tbody>
</table>

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www.ntc.edu
Step 9
Click “Search.”

Step 10
Confirm the Term (ie 2011 Spring).

Step 11
Next to Course Number, leave the drop down box as “contains.”

Step 12
Type in the appropriate eight-digit course number designated on your program requirement sheet or from the NTC catalog (ie 10801195).

Step 13
Click “Search.”

Tip: If you leave the check mark in the “Show Open Classes Only,” box the results will only include classes which still have seats available. If you want to see all options to add your name to a class waitlist, simply remove the check mark from the box.
Step 14
Click “View all Sections” to see all offerings.

Step 15
Review class “Status.”

Note the following key regarding class space availability:

- Green circle: Open
- Blue square: Closed
- Red triangle: Wait List

Step 16
Confirm Room/Location to determine campus.

Step 17
Click “Select Class” to enroll.

Step 18
If prompted to select a class lab, simply click “Next.”
Step 19
Click “Next.”

Tip: To have your name added to the class waitlist, add a check mark to the “Wait list if class is full” box.

Step 20
Review information and classes in your shopping cart. Then click “Proceed to Step 2 of 3.”
Step 21
Review class “Status.”

Note the following key regarding class space availability:

Step 22
Click “Finish Enrolling.”

Step 23
If prompted, use the drop down menus to update your demographic information.

Step 24
Click “OK.”
Step 25
Review “Status.”

- Success: enrolled
- Error: unable to add class

Step 26
Read messages to determine waitlist status or reasons for error.

Step 27
View “My Class Schedule.”

Congratulations, you’re enrolled!