

Web Registration Video Transcript

00:00 – 00:07

If you don't know your Student ID number, directions on how to look up your SID will be shown at the end of this demonstration.

00:10 – 00:25

This video will demonstrate how to register for classes using Web Registration. When registering for classes, students are able to register online through either Schedule Planner or Web Registration. Both these tools are available from My Clover Connection.

00:26 – 00:40

To register, you will need your Student ID number and your Student PIN. Your PIN is your 6-digit date of birth: two digits for the month, two digits for the day, and the last two digits of your year. No dashes or slashes.

00:41 – 00:54

Web Registration is a useful tool if you have the 4-digit item numbers for the classes you wish to register for. For directions on getting class item numbers, watch the video on "How to Use Class Schedule". Let's get started!

00:57 – 01:08

To register using Web Registration, go to My Clover Connection website.

www.cptc.edu/mycc

01:09 – 01:20

Scroll down to "Enrollment Services" and click on "Register". This will redirect you to the Registration Site. Click on "Web Registration".

01:22 – 01:40

You will need to enter your Student ID number. Then enter your PIN and select the quarter you wish to register for. Then click on "Register".

01:43 – 01:49

Your name appears and you will need to confirm your registration by clicking on "Continue".

01:50 – 02:14

At the top right corner of the page, you will see 5 white entry boxes. Type the 4-digit item numbers you wish to register for. If you have more than 5 item numbers, you may enter them after submitting the first 5 classes. Once you have all your item numbers entered, click on "Submit Add/Drop".

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02:17 – 02:31

Your registration is now complete! Classes you registered for appear under the section, "This is your schedule". Your total charges are listed below your schedule. Click on "Finish".

02:33 – 02:48

If you wish to print your class schedule, click on "View My Schedule" located at the top left corner. Click on "Return to Main Menu" to log off.

[Look Up Your SID begins]

02:50 – 03:00

To look up your Student ID number, you will need the last name used while attending Clover Park, your birth date and the last 4 digits of your Social Security Number.

03:01 – 03:11

To get started, go to the My Clover Connection website. www.cptc.edu/mycc

03:12 – 03:20

Scroll down to the bottom of the page. Under "Information" click on "Look Up Your SID".

03:22 – 03:38

You will need to enter your last name, enter your date of birth in the format shown, and the last 4 digits of your Social Security Number. Click on "Display My SID".

03:40 – 03:46

Your SID is displayed at the bottom of the screen. Click on "Back to Main Menu" to log off.

[End of Video]