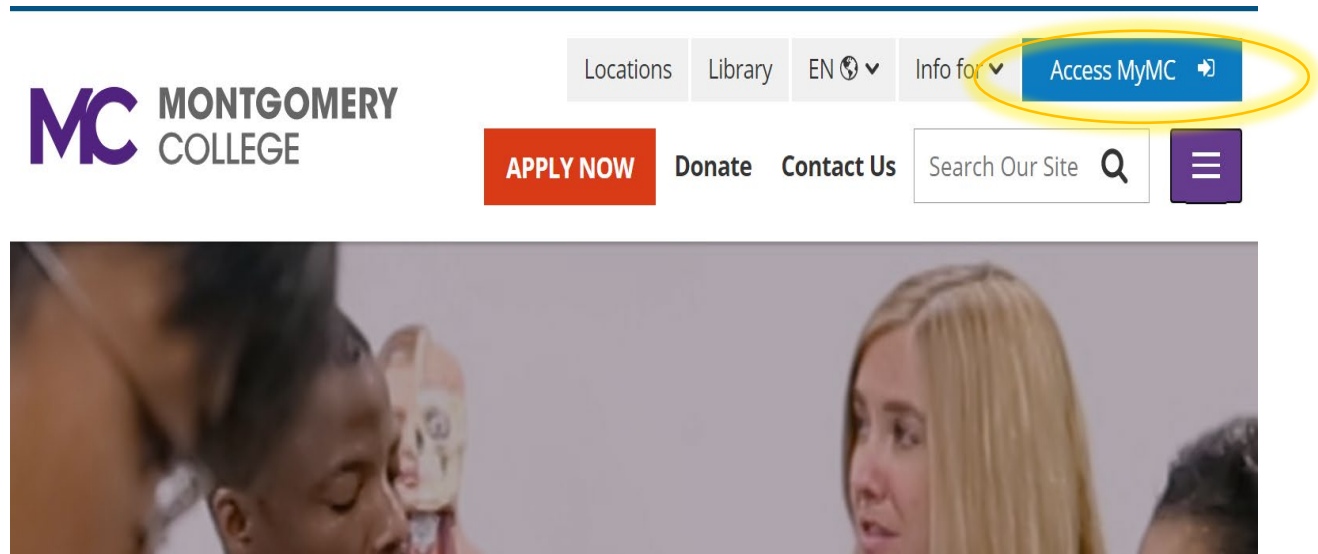


## REGISTERING FOR CLASSES

1. Go to [www.montgomerycollege.edu](http://www.montgomerycollege.edu) Click on [Access MYMC](#).

\*Some devices may require you to click on the *menu option* to click on the **Access MyMC** icon.

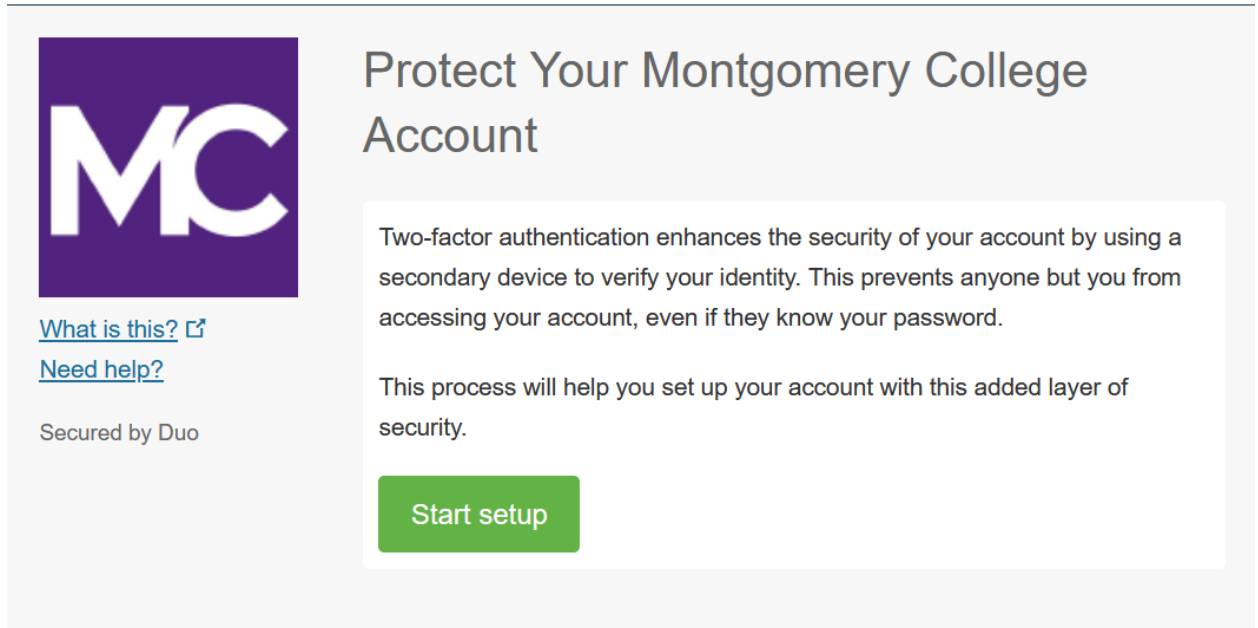


2. Log in using your MyMCID (username) and password.

- If you do not know your MyMCID (username), click on "[Find Your MyMC ID](#)". You will need your M#. To get your M# call 240-567-5188
- If you do not know your password, click on "[Password Reset](#)". You will need your username and M#.



3. Set up your 2-Factor- Authentication **DUO MOBILE PUSH** by following the steps prompted on your computer. Note: you will have to download the **DUO Mobile App** on your mobile device to continue. If you need additional support with this step, call the IT Help Desk 240-567-7222.



**Protect Your Montgomery College Account**

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.


This process will help you set up your account with this added layer of security.

[What is this?](#) [Need help?](#)

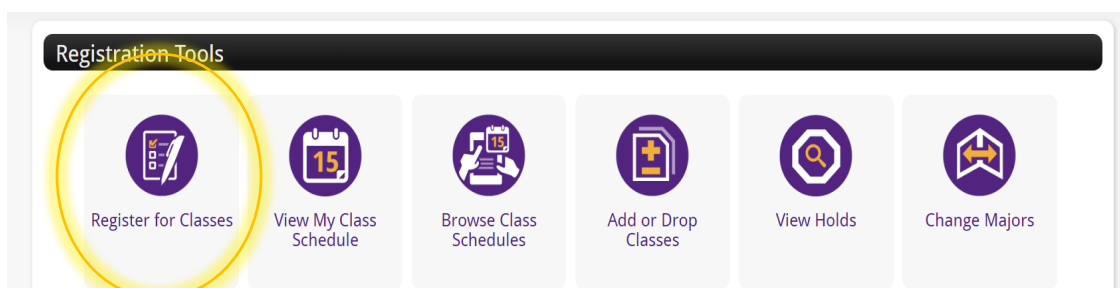
Secured by Duo

**Start setup**

4. Once you are logged in, click on **Registration**  
\*Some devices may require you to click on the *main menu* option to view all the menu icons.



5. Under **Registration Tools**, click on **“Register for Classes”**



6. Select the term and click **SUBMIT**.

### Select Term

Select a Term: Ex: Fall, Spring, Summer I or II ▼

Submit

**Tip:**

Summer I = CRN starts with a 4\_ \_ \_ \_

Summer II = CRN starts with a 1\_ \_ \_ \_

7. Inside the rectangle below CRNs, type in the CRN number of the class you would like to register for (this should be a 5 digit number). Then click on **Submit Changes**.

**\*Visit [WDCE Schedule](https://www.montgomerycollege.edu/workforce-development-continuing-education/course-offering-schedule/index.html) for updates or click the link below:**

<https://www.montgomerycollege.edu/workforce-development-continuing-education/course-offering-schedule/index.html>

### Add Classes Worksheet

#### CRNs

Submit Changes Class Search Reset

8. Under Current Schedule, you will see the classes you are currently registered for, click on **Pay for classes and complete registration** (in red at the bottom menu option).

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level
Registered	Counter on Apr 05,2022	17055	ESL	320	2	Non Credit
						24287
Total Credit Hours: 0.000						
Billing Hours: 0.000						
CEU: 6.800						
Minimum Hours: 0.000						
Maximum Hours: 7.000						
Date: Apr 05,2022 01:29 pm						

### Add Classes Worksheet

#### CRNs

Submit Changes Class Search Reset

[ [View Holds](#) | **Pay for classes and complete registration** ]

9. You will see a summary of the total charges. **Click on Payment** (at the bottom of the screen)

\*Please note: To complete your registration, you must pay for your class.

Total Credit Hours: 0.000

***Tuition and Fees for Current term***

<b>Detail Code</b>	<b>Description</b>	<b>Amount</b>
CEFE	CE Fee	\$90.00
TUCE	CE Tuition	\$520.00
<b>Total Charge:</b>		<b>\$610.00</b>

[\[ Payment \]](#) | [Week at a Glance](#) | [Student](#)

10. You will be re-directed to another window to make a payment. **Click on Make Payment** in green.



To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

**Student Account**

**ID: xxxxx6203**

**Balance**

**\$610.00**

[View Activity](#)

[Enroll in Payment Plan](#)

[Make Payment](#)

11. Click on the "Add" button and click on **Continue**.

## Pay By Term

Select 'Add' to add input amount or enter different amount by selecting input.

Current Term | \$610.00

Select input to change payment amount

\$610.00

Payment Total: \$610.00

12. Click on method, select "Credit or Debit Card" then click continue.

Amount \$610.00

Method

Credit or Debit Card ▼

Select Method

**Saved Payment Methods**

**Other Payment Methods**

Credit or Debit Card

13. Fill out your credit card number and click continue.




## Account Information

\* Indicates required fields

\*Card number:

Back Cancel **Continue**

14. Fill out the rest of the credit card required fields and click continue.

\$ Amount       Method       Confirmation       Receipt

---

Amount      \$95.00  
Method      Credit or Debit Card

### Account Information

\* Indicates required fields

\*Card account number:      xxxxxxxxxxxx7906

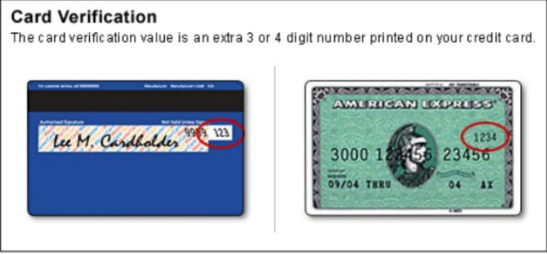
\*Name on card:     

\*Card expiration date:      02      2022

\*Card Verification Value:     

Card Verification Value Example

**Card Verification**  
The card verification value is an extra 3 or 4 digit number printed on your credit card.



### Option to Save

Save this payment method for future use

Save payment method as:  
( example My CreditCard )

Back Cancel **Continue**


Submit your payment and please print your receipt for your use.

**If you have any questions or need additional assistance please call: 240-567-5188**

**USE YOUR MYMC ACCOUNT:**

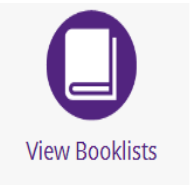
Now that you are able to log into MyMC to register and pay, please note these other available tools in your MyMC account.

By clicking on “My Classes” on the top menu option, you can:

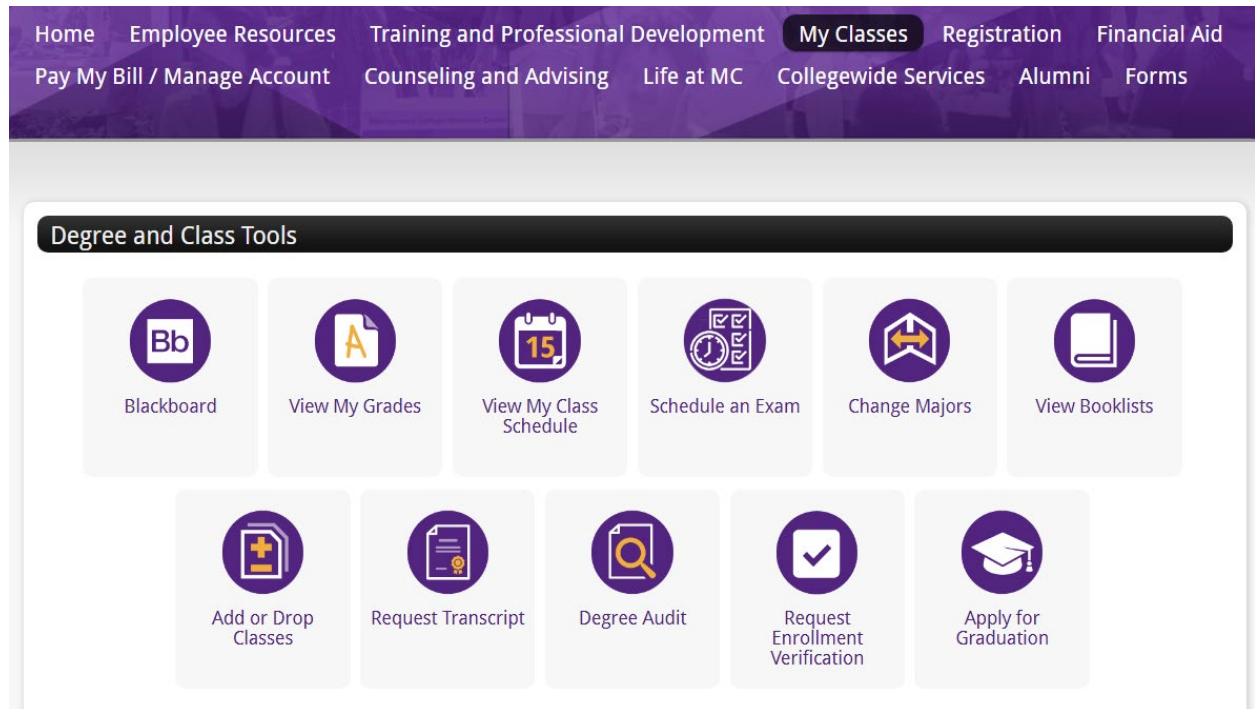
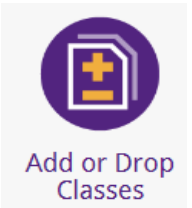
- 1. View your class schedule and find the instructors name and email.  
Click on the envelope  icon to send an email to your instructor.



- 2. View the booklists to see if textbooks are required.  
Use your M# and select the term to see a list of required books.



- 3. Add or drop courses (before the start date).  
To drop courses after the start date, fill out and submit a [WDCE Drop Form](#).



The screenshot shows a navigation menu with the following items: Home, Employee Resources, Training and Professional Development, My Classes (highlighted), Registration, Financial Aid, Pay My Bill / Manage Account, Counseling and Advising, Life at MC, Collegewide Services, Alumni, and Forms. Below the menu is a section titled "Degree and Class Tools" containing the following icons and labels: Blackboard, View My Grades, View My Class Schedule, Schedule an Exam, Change Majors, View Booklists, Add or Drop Classes, Request Transcript, Degree Audit, Request Enrollment Verification, and Apply for Graduation.