



## Concurrent Enrollment Online Registration Directions

Phone: 607-844-8222, ext. 4311 / collegenow@tc3.edu

### First Time CE Students

(Students who have not enrolled in a TC3/Concurrent Enrollment course before.)

Your e-mail address is required for online registration. Do not use someone else's email address or your application may not be accepted. If you do not have your own e-mail account, you will need to register using the **Concurrent Enrollment Course Registration Form** which may be accessed by visiting our website and clicking on the **Paper Registration Process** link under the **InSchool Concurrent Enrollment Registration** heading on the right hand side of the page. Submit the completed form to your high school guidance office or teacher.

**Important Note:** If you are bumped out of the Concurrent Enrollment Online Registration session you will need to log out and begin again.

1. Go to **www.tc3.edu/collegenow**.
2. Click the **Online Registration Process** link under the **InSchool Concurrent Enrollment Registration** heading.
3. Click **Continue to Registration**.
4. Click on **First Time Students Start Here**.
5. Provide all required information then click **Submit**.

You should see a screen that shows your TC3 ID #, myTC3 user name and password.

**Print This Page** and keep it in a safe/secure location – you will need your login information to register for concurrent enrollment classes.



**Go no further at this time.** Your myTC3 account will not be immediately available. It will take between 5 and 24 hours for your account to be activated.

6. After 5 (or as much as 24) hours from the time that you created your account you can attempt to sign into your myTC3 account by visiting **www.tc3.edu** and clicking on **myTC3**.
7. The first time you log into myTC3 you will be required to reset your password. Remember your myTC3 User Name and the Password (the one you just created) as you will need these to register for your course(s).  
You are required to enroll in myPassword which will enable you to recover/reset your password.
8. After enrolling in myPassword, you will receive a message: *"Congratulations! Your account has been enrolled successfully."*
9. Click **Back to myTC3**.
10. Click the **Concurrent Enrollment Students Begin Here** link.  
You should be back to the **CollegeNow online registration site**.
11. Click **Go to CollegeNow Registration Start Page** (below Returning Students column) to login.

12. Log into myTC3.

Read the information regarding CollegeNow's policy for participation in the Concurrent Enrollment Program.

After reading all information carefully, click **Proceed to Registration**.

*Please follow the directions; not doing so may result in your browser being redirected to an incorrect location.*

13. Click **Section Search** in the menu on the left to open the search criteria window.

a. Click **Advanced Search** to locate the course(s).

b. Search for the instructor of the course by selecting their name from the **Instructor** drop down box (e.g. Smith, Tom) then click **Search**.

A complete listing of courses that your instructor is teaching should appear.

**CAREFULLY** review the list of course offerings, paying close attention to the **Schedule** column.

**Note:** While reviewing the **Schedule** column, check the **TIME** that the course is being offered and that your **SCHOOL** name appears. The days (MWF, A Days, B Days, etc.) may not reflect the actual days that your course meets in your high school, but the **TIME** and **SCHOOL** are the important pieces. Make sure you are registering in the correct **TIME** section in your **SCHOOL**.

c. Once you locate the correct section, add this course to your Cart by clicking the **Add** button.

d. Now a screen will appear displaying the course you have added to your Cart.

14. When you have finished adding courses to your cart, click **View Cart**.

If you need to register for additional concurrent enrollment courses click **Proceed to Registration** and **repeat Step 13**.

15. Once you have clicked on **View Cart**, review each item in your cart to make sure that you have selected the correct course, section, teacher, school, etc. then click on **Register**.

16. Click **Next** to review an updated schedule.

17. Click **Next** to finalize your registration.

Disregard any mention of "charges" or "payment plan". There is no cost for concurrent enrollment students.

18. Now you will see *Congratulations! You have completed your Registration for: 2012/Spring*

19. Click **View Schedule** in the menu on the left.

*Print and retain a copy of this schedule for your records; it is the only verification of successful registration.*

20. Click **Log Out** in the menu at the top of the page.

Once you log out you will be redirected to the myTC3 homepage. Take a moment to review the myTC3 services that are available to you.

**Reminder:** You are required to change your myTC3 password every **120 days**.