1. Haga clic en <u>Registración en línea</u> y siga las instrucciones a continuación. O valla a https://www.montgomerycollege.edu/workforce-development-continuing-education/registration-information/web-registration.html Llame a Servicio al Cliente al **240-567-5188** si necesita ayuda adicional.

2. Haga clic en **+** bajo "Web Registration Instructions for New Students" y clic en "**Web Application Login".**

Web Registration for New Students.

You are considered a new student if you have never taken a class or event sponsored by Montgomery College.

Web Registration Instructions for New Students ✛

The first thing you will need to do is create your "Web Application". Please follow directions. You will be admitted for the term you state on your admissions application and will remain admitted to Montgomery College for ALL future terms and at ALL campuses for WDCE classes only.

Before you start your web application for first time users please note these two important items.

- When you select *Application Type* make sure you apply as a *WDCE Workforce Dev & CE* student to avoid the nonrefundable $25.00 charge.
- You will initially create a temporary login id and pin for web admissions only. Later in the process after you create your security questions, a NEW **MyMC** login ID and Pin will be issued to you once you are admitted. Please be sure to write these down.

Start the Web Application

- Here is the link to **Web Application Login**. In the lower left of this page there is a link to "**First time user account creation**". Click on that link to start your web application.
- Follow the directions to create your admissions login and pin, click *login* to go to the next page.
- Follow the instructions to complete your application.
- Once you receive the "Thank you for Applying" letter, print it and follow instructions to create a new PIN and

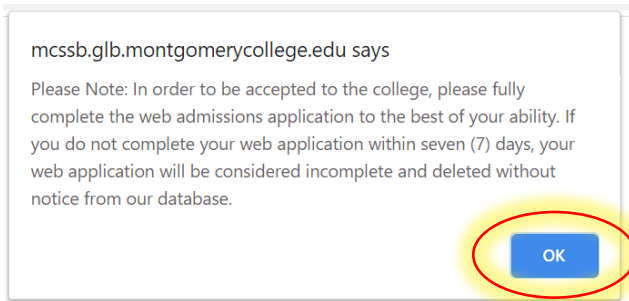3. Haga clic en **"First time user account creation"**.

Login ID: [_____]

PIN: [_____]

[Login]

First time user account creation

4. Lea el texto y haga clic en "OK".

mcssb.glb.montgomerycollege.edu says

Please Note: In order to be accepted to the college, please fully complete the web admissions application to the best of your ability. If you do not complete your web application within seven (7) days, your web application will be considered incomplete and deleted without notice from our database.

OK

5. Siga los requisitos para crear un ID y un PIN y haga clic en "**Login".**

*requisitos para crear un ID y PIN:

a. Crear ID: puede tener hasta 9 caracteres alfanuméricos, use letras (distingue entre mayúsculas y minúsculas) y números SOLAMENTE.

b. ¡No use números de seguro social como su ID!

c. Crear un # de PIN: el PIN debe tener 6 números.

d. Ingrese su PIN nuevamente para verificarlo.

e. Haga clic en el botón Iniciar sesión "Log In" para crear su ID y PIN.

To create your Login ID and PIN:

1. Create your Login ID - it can be up to **9 alphanumeric characters, use letters (case sensitive) and numbers ONLY.**
   Do Not Use Social Security Numbers as your Web Admissions Login ID!
2. Create your PIN - **PIN must be 6 numbers**.
3. Enter your PIN again to verify it.
4. Click on the Login button to create your Web Application Login ID and PIN.

Please scroll down to access Login button.

Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login.

Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID:

Create a PIN:

Verify PIN:

Login

Privacy - Terms
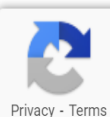
6. Bajo "Application Type", por favor seleccione "WD&CE- Workforce Dev & CE" y haga clic en "**Continue**".

Application Type: A. New to College

- A. New to College
- B. Prior College
- C. Dual Enrollment
- D. Student Visa-I20 Request
- E. WD&CE - Workforce Dev & CE
- F. ACES App (For Juniors Only)

Continue

Return to Homepage

7. Seleccione el periodo académico de admisión "Admission Term" y complete su información - Luego haga clic en – **"Fill Out Application".**

* - indicates a required field.
Application Type: E. WD&CE - Workforce Dev & CE
Admission Term:* Select...
Select...
First Name:*
Middle Name: Fall 2022
Last Name:*

Fill Out Application

8. Lea el texto y haga clic en **"OK".**

mcssb.glb.montgomerycollege.edu says

Please Note: In order to be accepted to the college, please fully complete the web admissions application to the best of your ability. If you do not complete your web application within seven (7) days, your web application will be considered incomplete and deleted without notice from our database.

OK

9. Complete su información personal haciendo clic en cada una de las 4 categorías que se muestran a continuación.

1. Name Verification   3. Personal Information

2. Address and Phone   4. Electronic Signature

| Application is Complete | Finish Later |

1. Verificación de nombre: complete su información y haga clic en "**continue**".

✱ - indicates a required field.

Last Name or Family Name:✱

First Name:✱

Middle Name or Middle Initial:

Prefix (Mr. or Ms.):✱

Suffix:

Previously Applied?:✱   ○ Yes ○ No

Previously Attended?:✱   ○ Yes ○ No

| Checklist | Continue | Finish Later |

Return to Checklist without saving changes

2. Dirección y teléfono: complete su información y haga clic en "**continue**".

✱ - indicates a required field.

Permanent Address

Street Line 1:✱

Street Line 2 (no symbols allowed):

City:✱

State:✱   None

Zip Code (five digits):✱

County
(If outside of MD, choose "Other"):✱   None

Daytime Phone Number (No hyphen)
(xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxx extension):

| Checklist | Continue | Finish Later |

3. <u>Información personal:</u> complete su información y haga clic en "**continue**".

* - indicates a required field.

**Lived in Montgomery County, MD
for the last three months.:*** ○ Yes ○ No

**I consider Maryland to be my permanent place of abode, where my
possessions are maintained and where I intend to remain indefinitely.*** ○ Yes ○ No

Citizenship Status:* [None ▾]

Email:* [_____]

Verify e-mail address:* [_____]

Social Security Number (XXXXXXXXX): [_____]

Gender:* ○ Male ○ Female

What is your ethnicity?

Ethnic Category:*****
☐ Hispanic or Latino
☐ Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

Race:*****

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander
☐ American Indian or Alaskan Native	☐ Asian	☐ Black or African American	☐ Native Hawaiian and Pacific Islander

Birth Date:* Month [None ▾] Day [None ▾] Year (YYYY) [____]

[Checklist] [Continue] [Finish Later]

4. <u>Firma electrónica</u>: asegúrese de completar la firma electrónica escribiendo su nombre dentro del cuadro y haga clic en "**continue**".

4. Electronic Signature (Checklist item 4 of 4)

Type your full name to accept the following:

* - indicates a required field.

By submitting the online information, you agree to the following statement: I certify that this information is correct and complete. I agree to abide by the policies and procedures of Montgomery College. Additionally, I understand that I am responsible for all costs including necessary collection costs to satisfy my debts to the College. Upon request by a designated college official, I agree to provide evidence of the information submitted for verification by the College.* [_____]

[Checklist] [Continue] [Finish Later]

Return to Checklist without saving changes

10. Lea el texto y haga clic en "**OK**".

mcssb.glb.montgomerycollege.edu says

Please Note: In order to be accepted to the college, please fully complete the web admissions application to the best of your ability. If you do not complete your web application within seven (7) days, your web application will be considered incomplete and deleted without notice from our database.

[OK]

11. Una vez que todas las secciones estén completas, debería ver una marca de verificación en cada categoría, como se muestra a continuación: Haga clic en **"Application is Complete".**
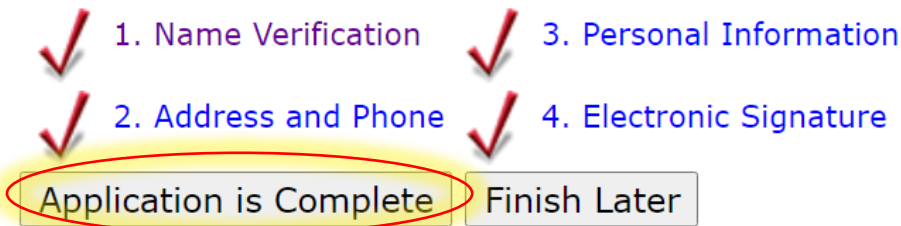
12. Lea el texto y haga clic en **"I agree to the terms".**


13. Luego recibirá su M# y su "MyMC ID". Su cuenta será verificada dentro de 24 horas. Después de 24 horas, por favor siga las siguientes instrucciones para solicitar su cuenta.
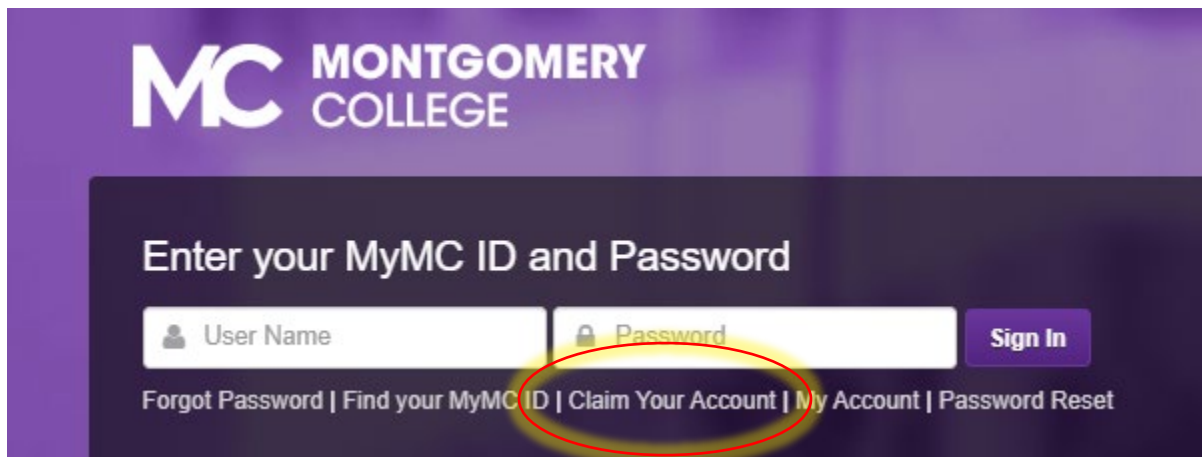
* Si necesita ayuda para crear su cuenta o recibe una notificación de "PUSHERR Problem", llámenos al 240-567-5188.

Solicitar Su Cuenta "Claim Your Account"

1. Si es un estudiante nuevo, primero debe solicitar su cuenta para tener acceso a su cuenta de MyMC. Vaya a http://www.montgomerycollege.edu y haga clic en "Access MyMC".
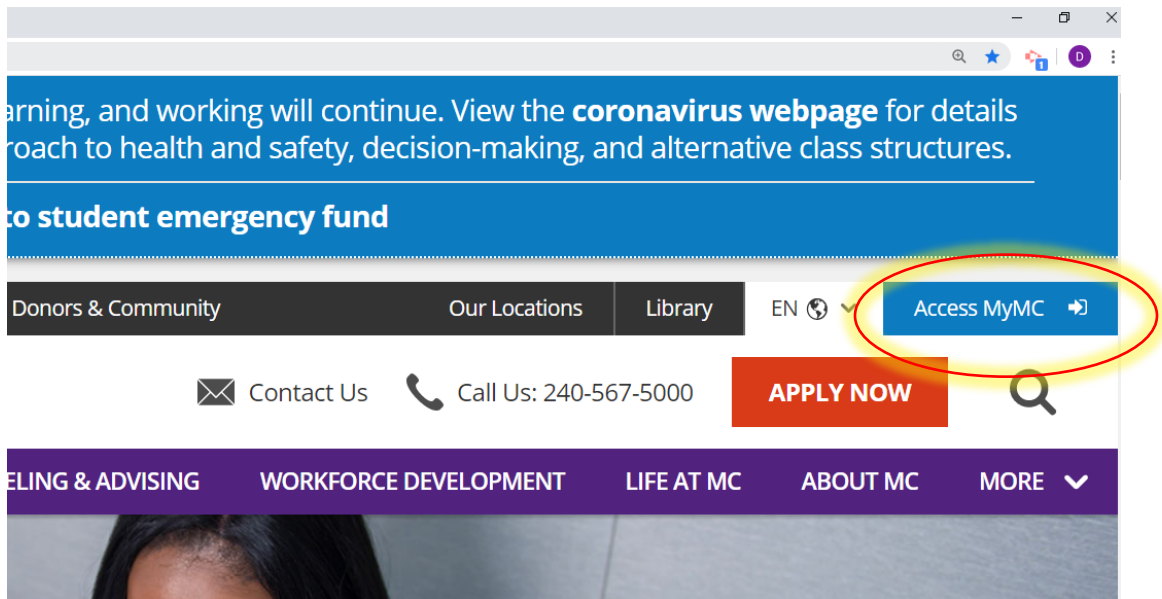
2. Haga clic en "**Claim Your Account"**.

3. Ingrese su nombre de usuario de MyMC ID y M# (si no tiene esta información, llame al 240-567-5188).

4. Lea el texto sobre la política de información tecnológica y haga clic en "**Accept**".

5. En "Claim Account- User Details", haga clic en "**Next".**

3 Claim Account - User Details

Your MyMC ID is: **Username**

Click the Next button to continue configuring your Security Profile and Password for the first time.

NEXT

6. Complete las preguntas de seguridad y haga clic en "**Submit".**

4 Manage security questions

Question 1

What is your favorite food?
Click on the ✎ button to select a different question.

Answer 1

Re-type Your Answer 1

Question 2

What is your favorite city?
Click on the ✎ button to select a different question.

Answer 2

Re-type Your Answer 2

Question 3

What is the name of the first school you attended?
Click on the ✎ button to select a different question.

Answer 3

Re-type Your Answer 3

CLEAR ALL   SUBMIT   SHOW ANSWERS

7. Cree una nueva contraseña utilizando las "reglas de contraseña" que se muestran en la pantalla. Luego haga clic en "**Submit".**

5 **Create and confirm your new password**

* New Password: |
Password Strength:
* Re-type Password:

SUBMIT

Password Rules	MyMC ID
Mandatory	
Length: Minimum	8
Length: Maximum	60
Letters: Minimum	2
Letters: Maximum	30
Numbers: Maximum	30
First Name: Disallow first N characters	Yes
Last Name: Disallow first N characters	Yes
Preferred First Name: Disallow first N characters	Yes
Preferred Last Name: Disallow first N characters	Yes
First Name: Disallow reverse or circular shift	Yes
Last Name: Disallow reverse or circular shift	Yes
Preferred First Name: Disallow reverse or circular shift	Yes
Preferred Last Name: Disallow reverse or circular shift	Yes
Identity User ID: Disallow contain	Yes
User ID: Disallow reverse or circular shift	Yes
Valid characters	/!*%.)(&^~-|[]?<>+\:-@#=$
Conditional rules to be satisfied	3 out of 4
Conditional	
Letters: Minimum upper case	1
Letters: Minimum lower case	1
Numbers: Minimum	1
Special characters: Minimum	1

8. Haga clic en **"OK"** en la ventana de información para confirmar el restablecimiento de su contraseña.

Information

You have successfully reset your password. Press the OK button to view your profile where you can confirm or update your personal phone number and personal email address. Providing this information will allow you to use our SMS password reset tool if you ever forget your password in the future.

OK

PARA INSCRIBIRSE EN LAS CLASES

1. Ir a www.montgomerycollege.edu y haga clic en **Access MYMC**.
   Algunos dispositivos pueden requerir que haga clic en la opción de menú
   para ver todas las opciones del menú.
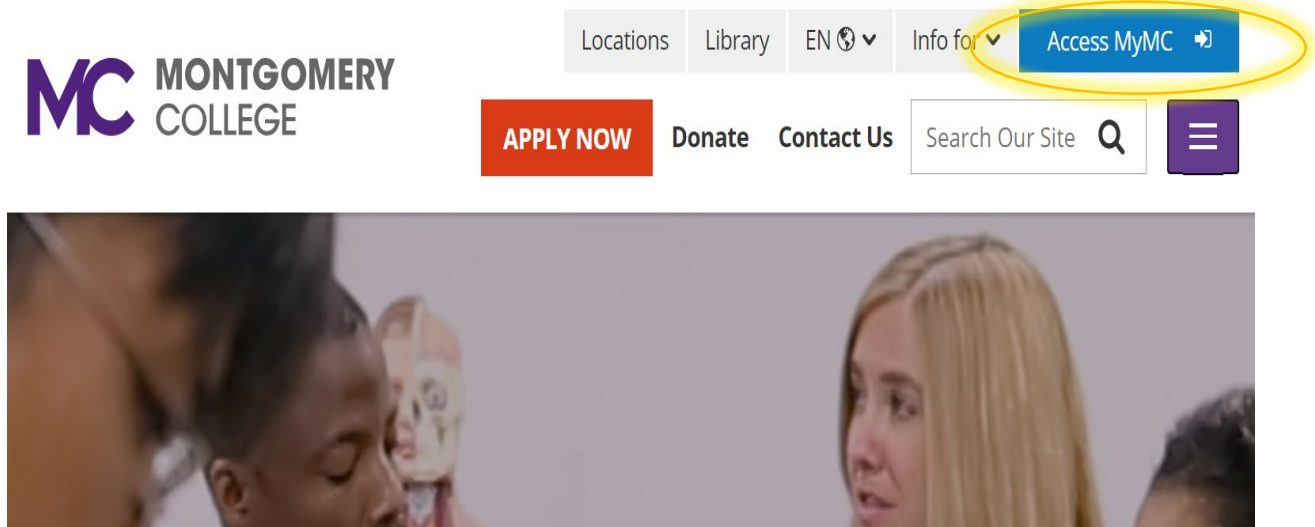
2. Ingrese a su cuenta de MyMC utilizando su MyMCID (nombre de usuario) y
   contraseña.
   • Si no sabe su MyMCID (nombre de usuario), haga clic en "Find Your MyMC ID".
   Necesitará su M#. Para obtener su M# llame al 240-567-5188
   • Si no conoce su contraseña, haga clic en "Restablecer contraseña" o "password
   reset". Necesitará su nombre de usuario y M#.
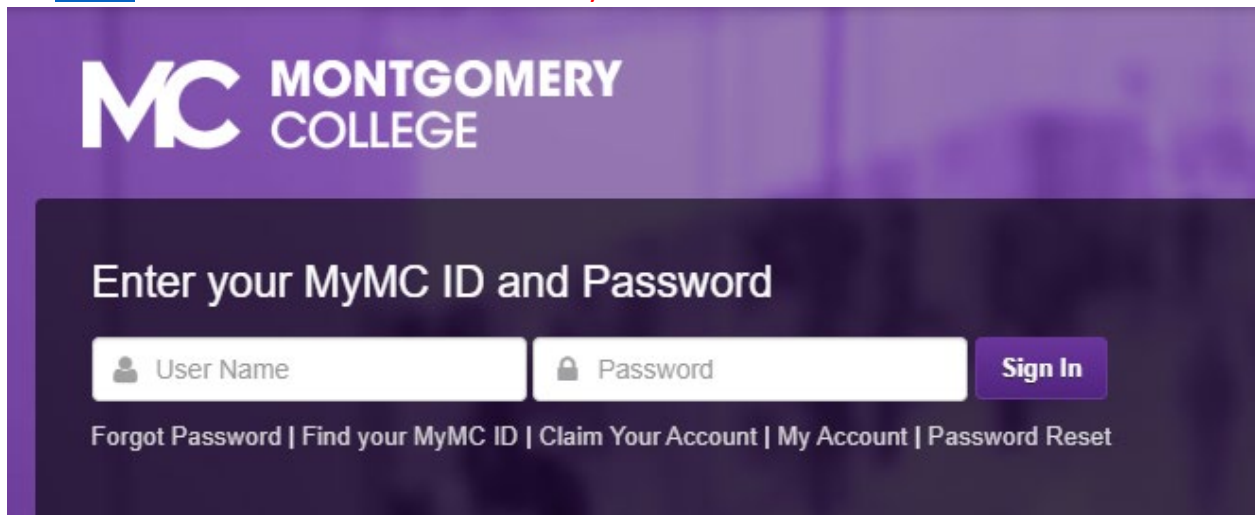
3. Una vez que haya ingresado a su cuenta, haga clic en "**Registration**"

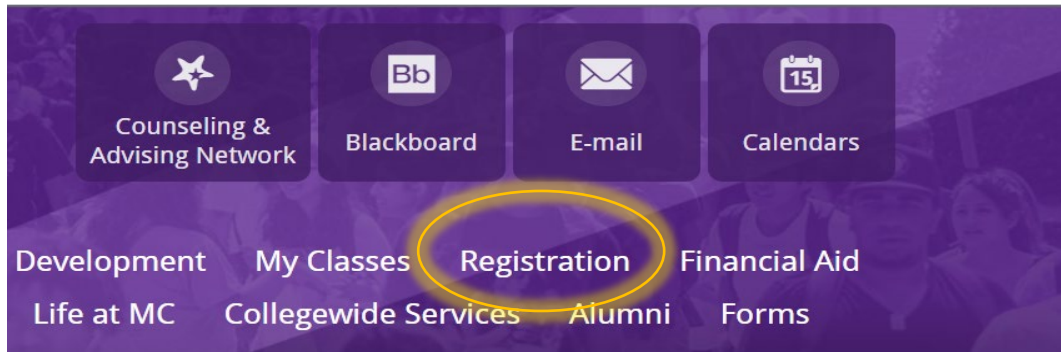   * Algunos dispositivos pueden requerir que haga clic en la opción de "main menu" para ver toda las opciones del menú.

4. Bajo la opción de "**Registration Tools**," haga clic en **"Register for Classes"**
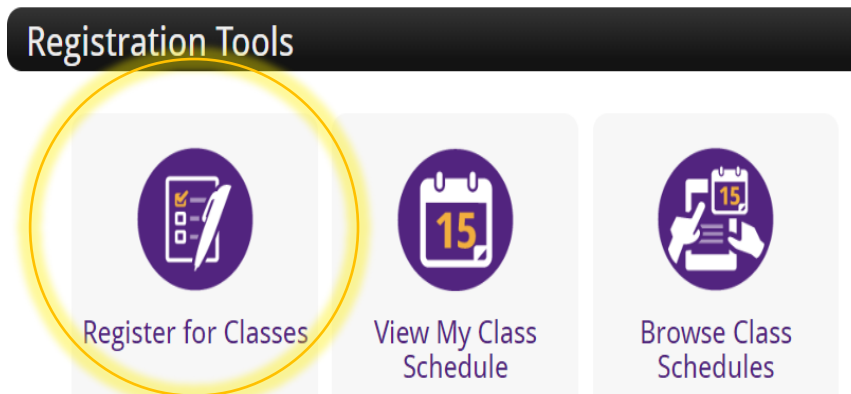
5. Seleccione el periodo académico, "term" y haga clic en "**SUBMIT**".
   Tenga en cuenta que el periodo académico;
      "Fall 2022", el # de CRN empieza con 2 _ _ _ _.

6. Dentro del rectángulo debajo de **"CRNs"**, escriba el número de CRN de la clase en la que le gustaría registrarse (debería ser un número de 5 dígitos). Luego haga clic en **"Submit Changes"**.
    *Visite El Catalogo de WDCE para obtener actualizaciones de las clases ofrecidas. https://www.montgomerycollege.edu/workforce-development-continuing-education/course-offering-schedule/index.html

Add Classes Worksheet

CRNs

[Submit Changes] [Class Search] [Reset]

7. Bajo **"Current Schedule"** verá las clases en la que está inscrito actualmente, haga clic en **"Pay for classes and complete registration"** (ubicada en letras rojas en la opción del menú inferior).

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	
Registered Counter on Apr 05,2022	.	24287	ESL	320	2	Non Credit	

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** |

8. Verá un resumen de los cargos totales. Haga clic en **"Payment"** (ubicada en la parte inferior de la pantalla).

*Tenga en cuenta: Para completar su registración, debe pagar por su clase.

Total Credit Hours: 0.000

Tuition and Fees for *Fall 2022*

Detail Code	Description	Amount
CEFE	CE Fee	$90.00
TUCE	CE Tuition	$520.00
	Total Charge:	$610.00

[Payment | Week at a Glance | Student

9. Será redirigido a otra ventana para realizar su pago. Haga clic en el botón verde; **"Make Payment"**.

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

10. Haga clic en "Add" y clic en "**Continue**".

Pay By Term

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

Fall 2022 $610.00 $ 610.00 Add

Select input to change payment amount

$610.00   610.00

Payment Total: $610.00

Continue

11. Haga clic en **"Select Method"**, y seleccione **"Credit or Debit Card"** y luego haga clic en "**Continue**".

Amount $610.00

Method   Credit or Debit Card ▾

Select Method
Saved Payment Methods
Other Payment Methods
Credit or Debit Card

Back   Cancel   Continue

12. Complete la información con su número de tarjeta de crédito y haga clic en **"Continue"**.

Account Information

* Indicates required fields

*Card number:

Back   Cancel   Continue

13. Complete el resto de la información requerida de su tarjeta de crédito y haga clic en **"Continue"**.

$		👍	☰
Amount	Method	Confirmation	Receipt

Amount $610.00

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:

Option to Save

☐ Save this payment method for future use

Save payment method as:
(example My CreditCard)

Card Verification Value Example

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

Lee M. Cardholder   9985 123

Back   Cancel   Continue

Envíe su pago e imprima su recibo.

Si tiene alguna pregunta o necesita ayuda adicional, llame al:

240-567-5188

Utilicé Su Cuenta:

Ahora que puede ingresar a su cuenta de MyMC, tenga en cuenta estas otras herramientas disponibles.
Al hacer clic en "My Classes", ubicada en la parte superior de la página, puede:

1. Vea su horario de clases y ver el nombre y el correo electrónico de su instructor.
   Haga clic en el sobre [icono] para enviar un correo electronico a su instructor.

2. Vea la lista de libros para ver si se requieren libros de texto.
   Use su M# y seleccione el término para ver la lista de libros.

3. Agregue o elimine cursos (antes de la fecha de inicio).
   Para abandonar cursos después de la fecha de inicio, complete y envíe un el siguiente formulario WDCE Drop Form.