1. Click on **WDCE Web Registration** and follow the instructions below. Call Customer Service at 240-567-5188 if you need additional help.

2. Click on the + under “Web Registration Instructions for New Students” and click on **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. Click on “**First time user account creation**”

   **Login ID:**  
   **PIN:**  

   ![Login button]  
   ![First time user account creation button]
4. Read the pop up text and click OK

5. Follow the requirement for creating a login ID and PIN and click Login

6. Under Application Type, please select “WD&CE- Workforce Dev & CE” Click Continue
7. Select the admission term and fill out your information – Then click “Fill Out Application”

- indicates a required field.

Application Type: EWD&CE - Workforce Dev & CE
Admission Term:* Select...
First Name:* Select...
Middle Name: Fall 2020
Last Name:* Fill Out Application

8. When Pop up appears click OK

9. Fill out your personal information by clicking on each of the 4 categories shown below.

1. Name Verification 3. Personal Information
2. Address and Phone 4. Electronic Signature

1. Name verification: Fill out your information and click Continue
ii. 2. Address and Phone: Fill out your information and click Continue
   * - indicates a required field.

   **Permanent Address**
   Street Line 1:* ____________________________
   Street Line 2 (no symbols allowed): ____________________________
   City:* ____________________________
   State:* ____________________________
   Zip Code (five digits):* ____________________________
   County (If outside of MD, choose "Other"):* ____________________________
   Daytime Phone Number (No hyphen) (xxxxxx)-(xxxxxxxxxxx) (xxxxxxxxxx extension):

   Checklist  Continue  Finish Later

iii. 3. Personal Information: Fill out your information and click Continue

   * - indicates a required field.
   Lived in Montgomery County, MD for the last three months.* ____________________________
   I consider Maryland to be my permanent place of abode, where my possessions are maintained and where I intend to remain indefinitely.* ____________________________
   Citizenship Status:* ____________________________
   Email:* ____________________________
   Verify e-mail address:* ____________________________
   Social Security Number (XXXXXXX):
   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

iv. 4. Electronic Signature: Be sure to complete the Electronic Signature by typing your name inside the box on category #4. Click continue.

   **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. When Pop up appears click OK

11. Once all sections are complete, you should see a check mark on each category as shown below: Click “Application is Complete”

12. Read and click “I agree to the terms”

13. You will then receive your M# and MyMC ID: with this information go to your MyMC and CLAIM YOUR ACCOUNT

* If you need assistance creating your account or receive a “PUSHERR issue”, Please call us at 240-567-5188.
CLAIMING MY ACCOUNT

1. If you are a new student, you must first claim your account to get access to your MyMC. Go to www.montgomerycollege.edu and click on Access MyMC

2. Click on Claim Your Account
3. Enter your **MyMC ID** Username and **M#** (if you don’t have this information, call 240-567-5188)

4. Read and click **Accept** the Information Technology Policy

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**Acceptable Use of Information Technology**

I. To provide adequate and continuing support of the instructional mission of the College, it is the intent of the Board of Trust technology resources made available by the Board to students, faculty and staff, and any non-College individuals and entities acceptable standards for all users with regard to the use of facilities, equipment and tools, as well as acceptable standards of apply to the use of information technology resources as well. The ability to use these resources is a Board of Trustees’ priorities and available funding. No one can or should assume that because this policy is silent on a particular doing something, that it is then acceptable, condoned, or legal.

II. The College, through policies, procedures, and regulations has already established acceptable uses of College resources, available to all students, faculty and staff regarding such issues as harassment, standards of behavior, plagiarism, conflict of int Trustees’ policies and the Montgomery College Student Handbook. There already exist federal, state, and local laws, rules and other unlawful acts. Those same disciplinary actions that apply to the misuse of other resources and behaviors may be applied who request and/or are given access to College-owned and operated information technology resources agree to use those in College and in compliance with Board of Trustees’ policies, as well as all applicable laws, procedures, rules and regulations.

III. The President is authorized to establish procedures to implement this policy.
5. On “Claim Account- User Details”, Click **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.

6. Complete the security questions and click **Submit**

4 Manage security questions

**Question 1**

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

Answer 1
Re-type Your Answer 1

**Question 2**

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

Answer 3
Re-type Your Answer 3

CLEAR ALL  SUBMIT  SHOW ANSWERS
7. **Create a new password using the “password rules” shown on the screen.**

   **Click Submit**

8. **Click OK on the pop up confirming your password reset.**
REGISTERING FOR CLASSES

1. Go to 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. 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.*

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

5. Select the term and click **SUBMIT**.
   **PLEASE NOTE:** Spring 2022 = CRN # that starts with a 3 _ _ _ 

Select Term

Select a Term: Spring 2022

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

Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

[Submit Changes] [Class Search] [Reset]

7. 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

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered</td>
<td>Web on</td>
<td>37583</td>
<td>ESL</td>
<td>166</td>
<td>3</td>
<td>Non Credit</td>
</tr>
</tbody>
</table>

Total Credit Hours: 0.000
Billing Hours: 0.000
CEU: 6.800

Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

[Submit Changes] [Class Search] [Reset]

[View Holds] [Pay for classes and complete registration]
8. 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 Spring 2022**

<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEFE</td>
<td>CE Fee</td>
<td>$90.00</td>
</tr>
<tr>
<td>TUCE</td>
<td>CE Tuition</td>
<td>$520.00</td>
</tr>
</tbody>
</table>

**Total Charge:** $610.00

[Payment | Week at a Glance | Student]

9. 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.

<table>
<thead>
<tr>
<th>Student Account</th>
<th>ID: xxxxx6203</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance</td>
<td>$610.00</td>
</tr>
</tbody>
</table>

[View Activity | Enroll in Payment Plan | Make Payment]
10. 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.

Spring 2022 | $610.00

![Image showing Add button](Image)

Payment Total: $610.00

11. Click on method, select “Credit or Debit Card” then click continue.

<table>
<thead>
<tr>
<th>Amount</th>
<th>$610.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method</td>
<td>Credit or Debit Card</td>
</tr>
</tbody>
</table>

![Image showing method selection](Image)

Continue button highlighted.
12. Fill out your credit card number and click continue.

Account Information
* Indicates required fields
*Card number: [Blank]

13. Fill out the rest of the credit card required fields and click 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 instructor’s 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.