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. 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.

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](Image)

   **Ex: Fall, Spring, Summer I or II**

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**.

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).

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

Tip: Summer I = CRN starts with a 4 _ _ _ _
Summer II = CRN starts with a 1 _ _ _ _
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

<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

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.

<table>
<thead>
<tr>
<th>Student Account</th>
<th>ID: xxxxxx6203</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance</td>
<td>$610.00</td>
</tr>
</tbody>
</table>

[Payment] Week at a Glance | Student
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

Payment Total: $610.00

12. Click on method, select “Credit or Debit Card” then click continue.
13. Fill out your credit card number and click continue.

14. 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 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.