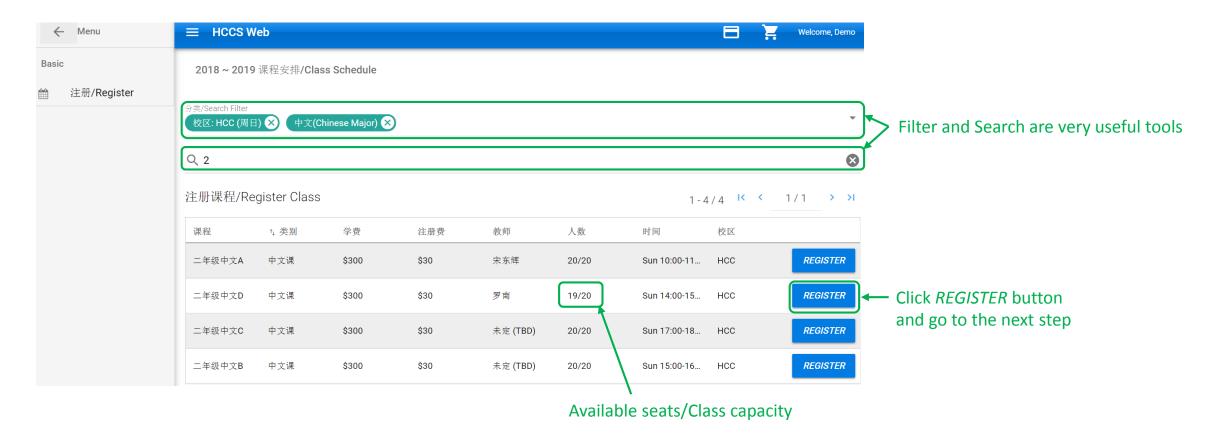
HCCS Online Registration System User Guide

Note: Current registration system does not support Internet Explore (IE)

But works well on other popular browsers (Chrome, Safari) with good mobile device experience

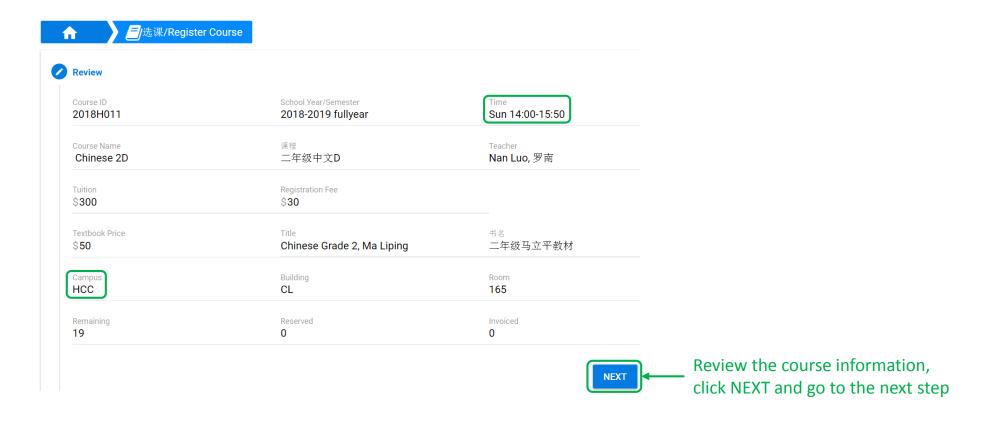
Access the registration system from the school website (www.hccs-md.org) Login tab (LINK)

1. Sign In to the HCCS registration system successfully, user will be directed to the registration page



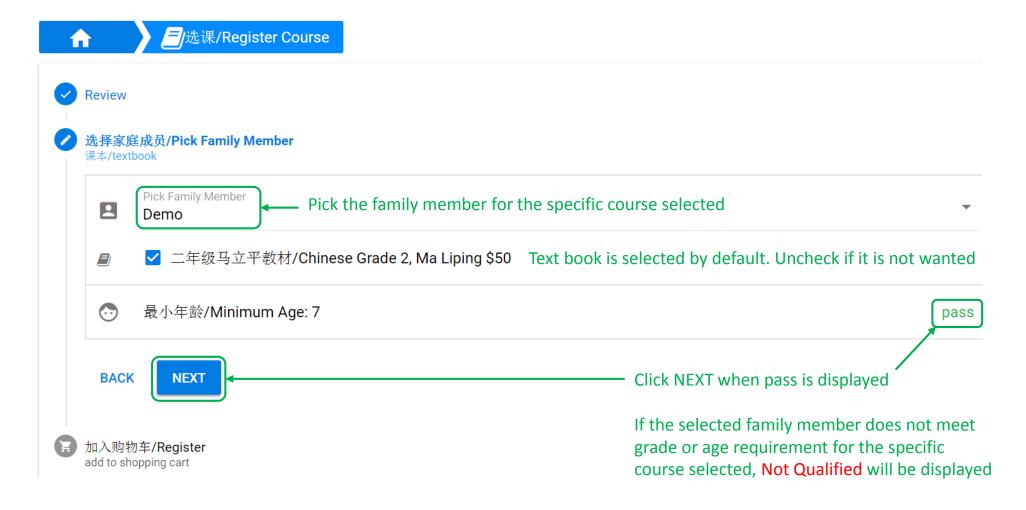
5/4/2018 1/6

2. Review the course information and select the class Please pay extra attention to the class Campus (HCC or CHS) and Time



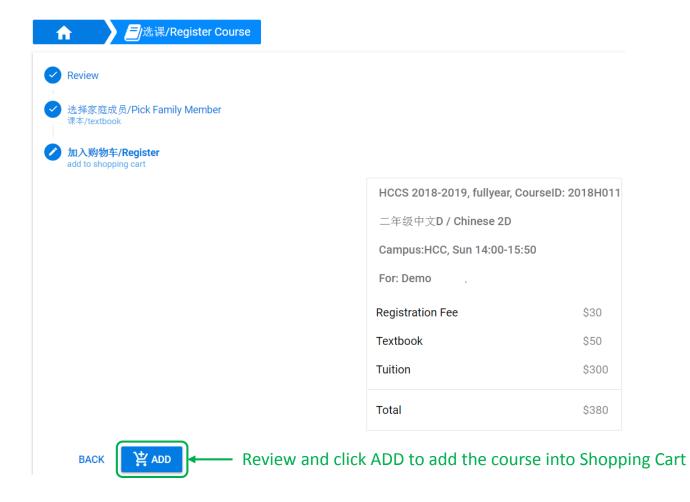
5/4/2018 2/6

3. Select the student for the course



5/4/2018 3/6

4. Review and add the course to the Shopping Cart



5/4/2018 4/6

5. Repeat steps 1-4 until all interested courses are added into the Shopping Cart and then generate invoice

Note: Shopping cart will be cleared after 30 minutes without generating the invoice

Display the number of selected courses in the shopping cart



Before generating the invoice, user can *DROP* the course in the Shopping Cart

5/4/2018 5/6

6. Make online payment. Registration is not completed until the invoice has been paid.

Note: Unpaid invoice and the associated courses will be removed after 14 days

Online payment is recommended. Check or cash payment need to be delivered to EC within 8 days to have time for manual processing

Make sure to write the Invoice ID on the check payable to HCCS

