MADISON COLLEGE
Early College Achievement Program (ECAP)
College & Career Transitions
Creating Your Account and Registering for Class
Rev. 07/25/17

This is a visual guide for high school students registering for early college classes (dual credit, youth options, or youth apprenticeship) courses at Madison College.
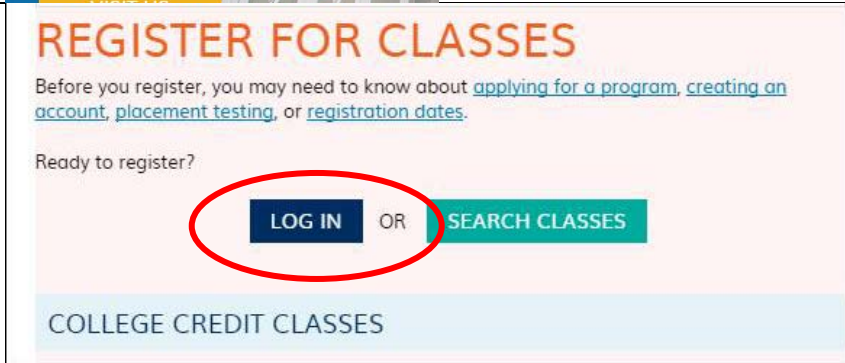
What is the registration process?
In order to register into a Madison College class, students must:
1. Create a student account *online* through our website.
2. Register for class through the myMadisonCollege dashboard.
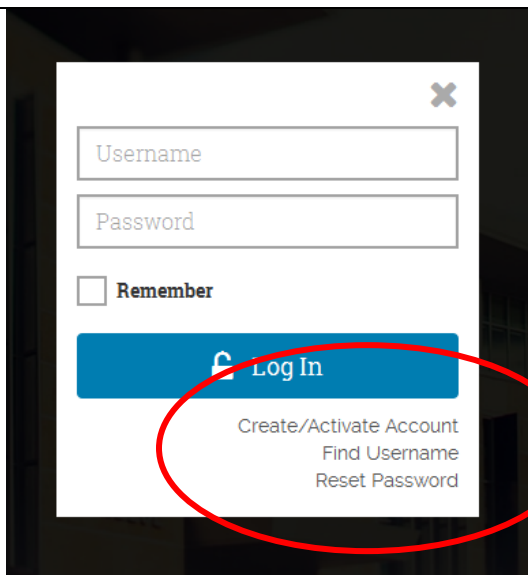3. Complete To-Do items as requested by the system.

Important notes:
1. Pay attention and slow down! Errors are not easily or quickly fixed and it is your responsibility to take the action necessary to fix errors when they do happen.
2. This process creates your official record with the college – use **correct capitalization and spelling**. Texting language and abbreviations are not acceptable.
3. Use your legal name, not a nickname.
4. You will need to remember your student ID number and user name – it stays with you forever! This is your responsibility, not your teacher's… ***Write them down***!

ACCOUNT CREATION	
You must have an account with the college so the first couple of steps are to create your account. If you already have a student ID number, please go to page 5 for registration. Go to the Madison College homepage. Click on **REGISTER FOR CLASSES** on the left-hand side.	
On this screen, choose the "log in" button.	

If you are a brand new student (never taken _any_ class with us), click on the **CREATE/ACTIVATE ACCOUNT.** If you have previously taken a class with us but can't remember your student ID number or user name, click **FIND USERNAME**.	
Enter as much information as you can; however, date of birth, legal first (**not nickname**) and last name are the only required fields. _Word of advice_: if you think you will be coming to us in the future and would be applying for any type of financial aid, your Social Security Number WILL BE REQUIRED. Click **SEARCH** on the bottom.	
The system searches and if you have a record with us, provides you the student ID number and username. _If this is you, go to the top of page 5 for registration next steps)._ If no record is found, you will be sent to the following screen:	

Click on the bottom button labeled **CREATE ACCOUNT**.	**Student Account** No existing account found. If you believe you have an account revise your search or call 608-246-6210. Otherwise create an account. * Date of Birth (MM/DD/YYYY) 07/02/1999 * Official First Name snow * Last Name white Former Last Name Former Last Name Student ID Number (7 digits) Student ID Number (7 digits) Last 4 Digits SSN Last 4 Digits SSN [Revise Search] [Create Account]
Fill out all the information correctly. Fields with an * are required. Please pay attention and make sure this information is correct.	**Student Account** Complete the following to create your account. Required fields are marked with an asterisk *. Official First Name* snow Middle Name Middle Name Last Name* white Name Suffix [▾] Email Address* Email Address Confirm Email Address* Confirm Email Address Phone* Phone Phone Extension Phone Extension Address Line 1* Address Line 1 Address Line 2 Address Line 2 City* City

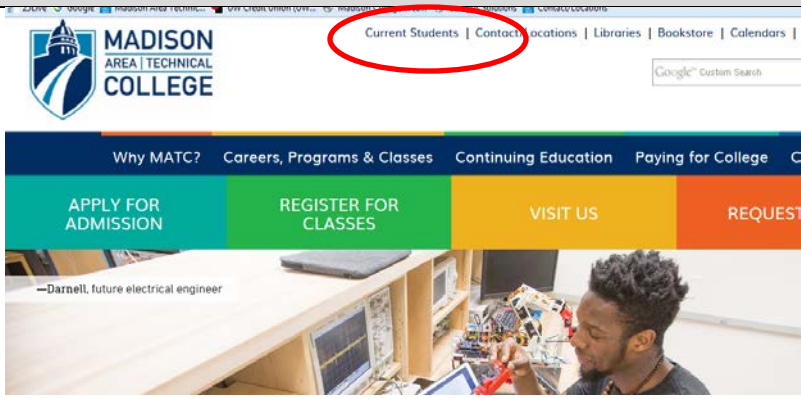|	
	State* Nothing selected ▾ Zip Code* Zip Code Date of Birth (MM/DD/YYYY)* 07/02/1999 Gender* Nothing selected ▾ SSN Social Security Number (SSN) is required for financial aid and 1098T purposes. Your financial aid and tax reporting documents will be unavailable without your SSN. (SSN is used for record keeping and statistical purposes only and is kept in strict confidence). SSN
Residency is where you live – not the school you are attending; they may be different. Highest credential received - choose **NO CREDENTIAL** Highest grade achieved – the **grade you were in last year.** Click **CONTINE**.	Ethnicity/Race* Nothing selected ▾ Residency* Nothing selected ▾ Highest Education Credential Received* Nothing selected ▾ Highest Grade Achieved* Nothing selected ▾ Continue
Follow specific rules for the password. Your password must be between 10-25 characters and must contain at least one of the three categories below: • Uppercase letters (A-Z) • Lowercase letters (a-z) • Digits (0-9) • Special characters • Your password <u>cannot</u> contain your username, first, last, or middle name Check I agree and click **Create Account.**	## Student Account Complete the following to configure your new Madison College account. Create Password* (**Password Requirements**) Password Confirm Password* Confirm Password Password Recovery Question* Nothing selected Password Recovery Answer* Password Recovery Answer ☐ I agree to the Madison College **User Access Agreement**. Create Account
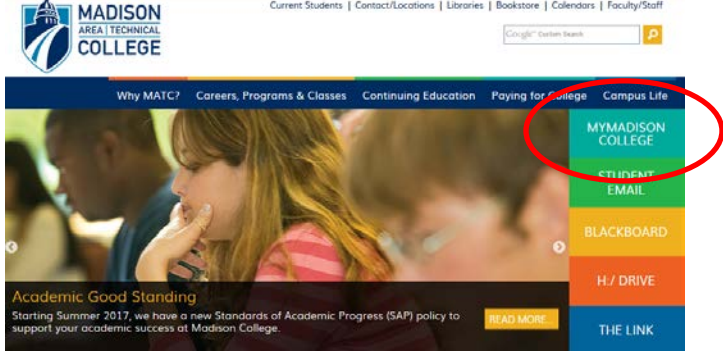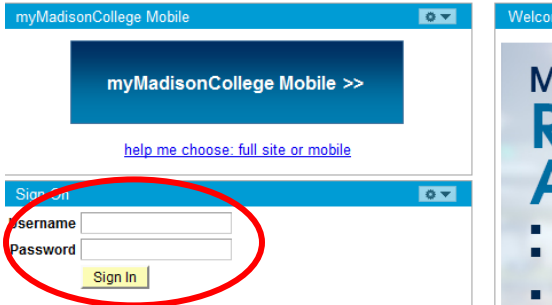
CLASS REGISTRATION	
Go to the Madison College homepage. Click on **CURRENT STUDENTS** on the top of the page.	
Choose the **MYMADISONCOLLEGE** on the right-hand side of the screen.	
Click on the **CLASSIC PORTAL** button.	
You are now at the **myMadisonCollege** log-in page. Enter in your username and password.	

In order to register for classes, you must go into your "**Student Center**."	
It is divided up into several sections, such as Academics, Finances, Personal Information, Message Center, and more.	
Under the <u>Academics</u> section of your Student Center, click **Enroll**.	
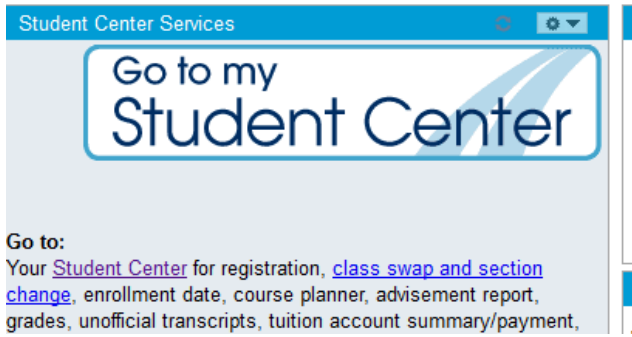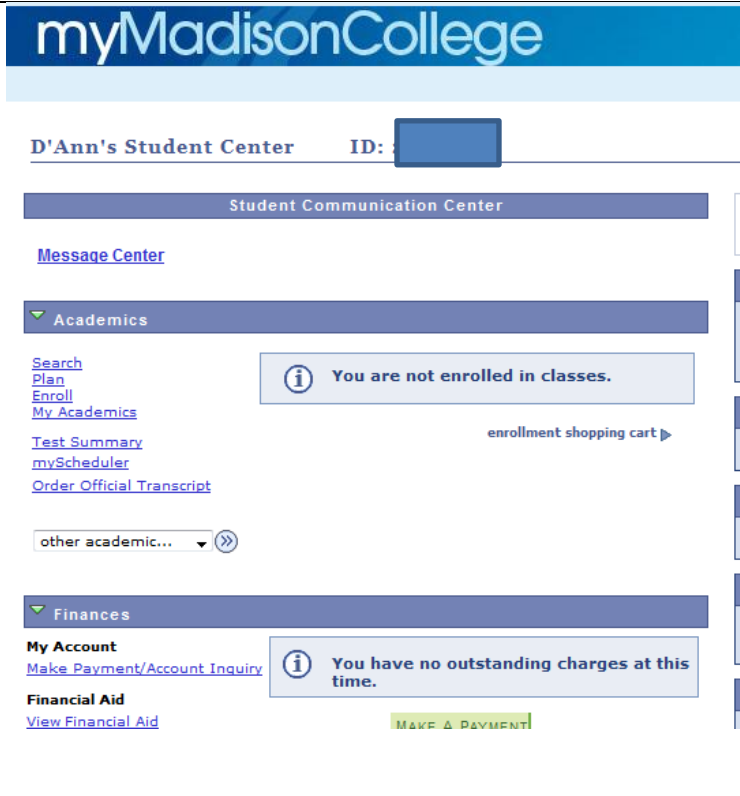
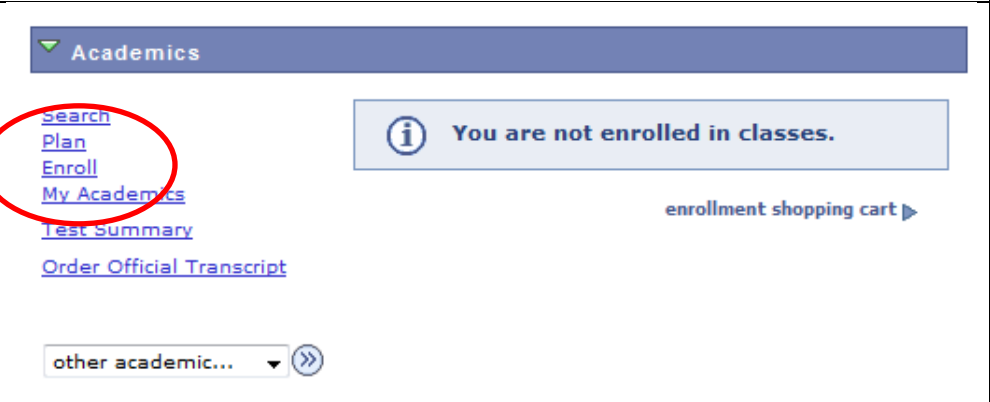|	
Choose the term you will be taking classes and be sure to choose the Degree Career. Click **CONTINUE**.	**Search** | **Plan** | **Enroll** | **My Academics** my class schedule | add | drop | term information **Add Classes** 1—2—3 **Select Term** Select a term then select Continue. 		Term	Career	Institution
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○	Summer 2017	Degree Career	Madison Area Technical College
○	Summer 2017	Continuing Education	Madison Area Technical College
○	Fall 2017	Degree Career	Madison Area Technical College
○	Fall 2017	Continuing Education	Madison Area Technical College	 CONTINUE
Your teacher will provide you with the five-digit course number. Enter the class number here and hit the green **ENTER** button.	○ Open □ Closed △ Wait List **Add to Cart:** **Enter Class Nbr** [ ] enter **Fall 2017 Shopping Cart** Your enrollment shopping cart is empty. **Find Classes** ◉ Class Search ○ My Requirements ○ My Planner search ▼ My Fall 2017 Class Schedule
You will be taken to the class information screen and if this is the correct class, hit **NEXT**. If the class information is incorrect, go back a screen and check the five digit course number, chances are there is a minor error (transposed numbers).	**ITTECSUP 10154104 - A+ Hardware Essentials** **Class Preferences** ITTECSUP Lecture ● Open Wait List □ Wait list if class is full 10154104-9001 **Session** General Session **Permission Nbr** [ ] **Career** Degree Career **Grading** Dual Credit Grading **Units** 3.00 CANCEL NEXT | Section	Component	Days & Times	Room	Instructor	Start/End Date
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9001	Lecture		Baraboo High School-Dual Credi	Staff	08/28/2017 - 06/08/2018	 **NOTES** **Class Notes** Baraboo HS Dual Credit

After you've hit the NEXT button, you will receive confirmation that the class has been added to your enrollment "shopping cart." You can enter more class numbers here if you need to. If this is the correct class, hit the **PROCEED TO STEP 2 OF 3**	✓ ITTECSUP 10154104 has been added to your Shopping Cart. Fall 2017 | Degree Career | Madison Area Technical College [change term] ●Open ☐Closed △Wait List **Add to Cart:** **Fall 2017 Shopping Cart** **Enter Class Nbr** [____] [enter] **Find Classes** ● Class Search ○ My Requirements ○ My Planner [search] Delete | Class | Days/Times | Room | Instructor | Units | Status 🗑 | ITTECSUP 10154104-9001 (34674) | | Baraboo High School-Dual Credi | Staff | 3.00 | ● [PROCEED TO STEP 2 OF 3]
Last step is to click **FINISH ENROLLING**	**2. Confirm classes** Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel. Fall 2017 | Degree Career | Madison Area Technical College ●Open ☐Closed △Wait List Class | Description | Days/Times | Room | Instructor | Units | Status ITTECSUP 10154104-9001 (34674) | A+ Hardware Essentials (Lecture) | | Baraboo High School-Dual Credi | Staff | 3.00 | ● [CANCEL] [PREVIOUS] [FINISH ENROLLING]
After you click "**Finish Enrolling**," you will reach a confirmation screen. You will receive either a green checkmark or a red x. If you receive the green checkmark, you are now successfully enrolled into the course! If you get a red x, please contact the Enrollment Center at (608) 246-6210.	✓ Success: enrolled ✗ Error: unable to add class Class | Message | Status 807 20807230 | Success: This class has been added to your schedule. | ✓