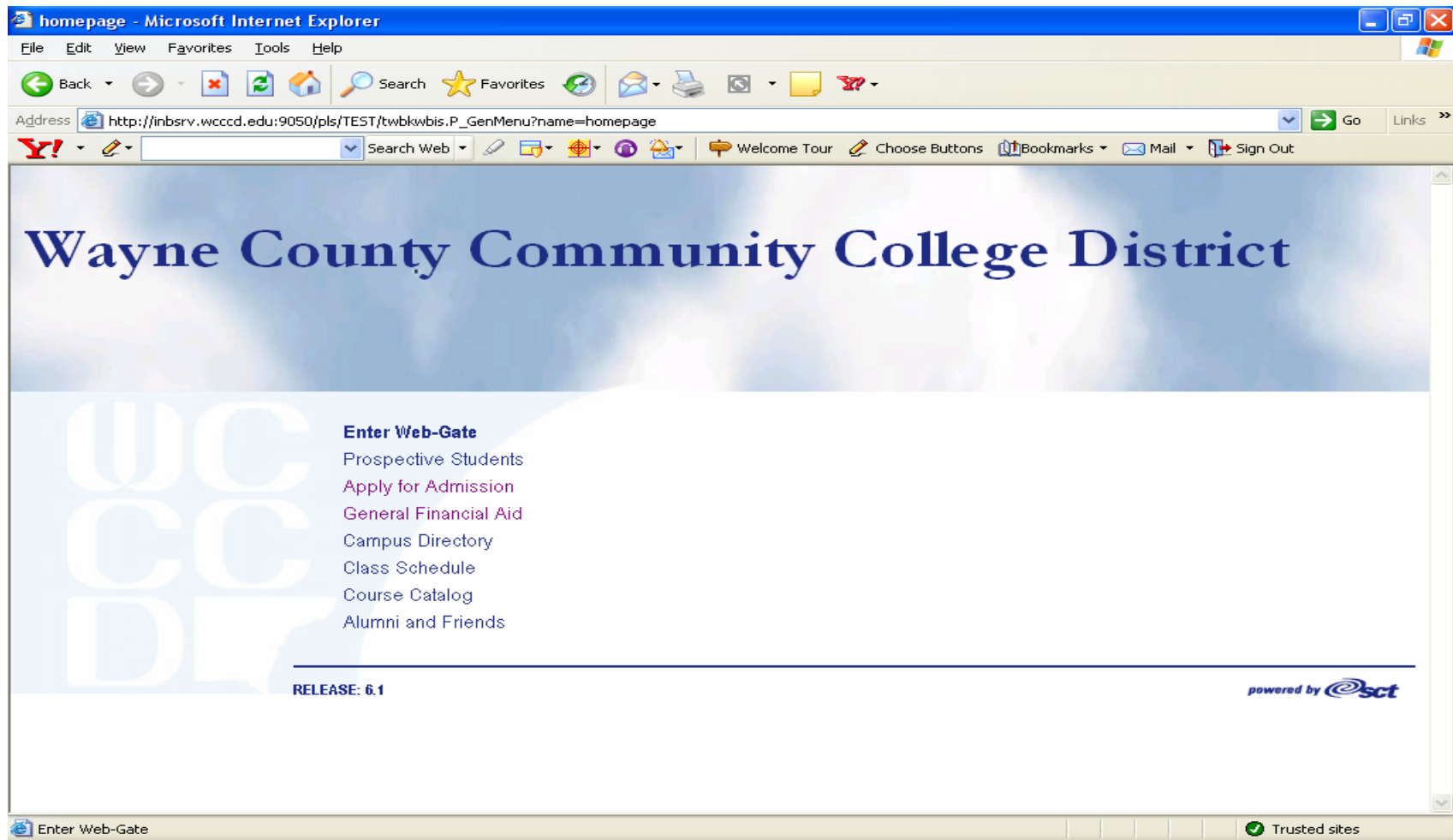


# How To Register On-line

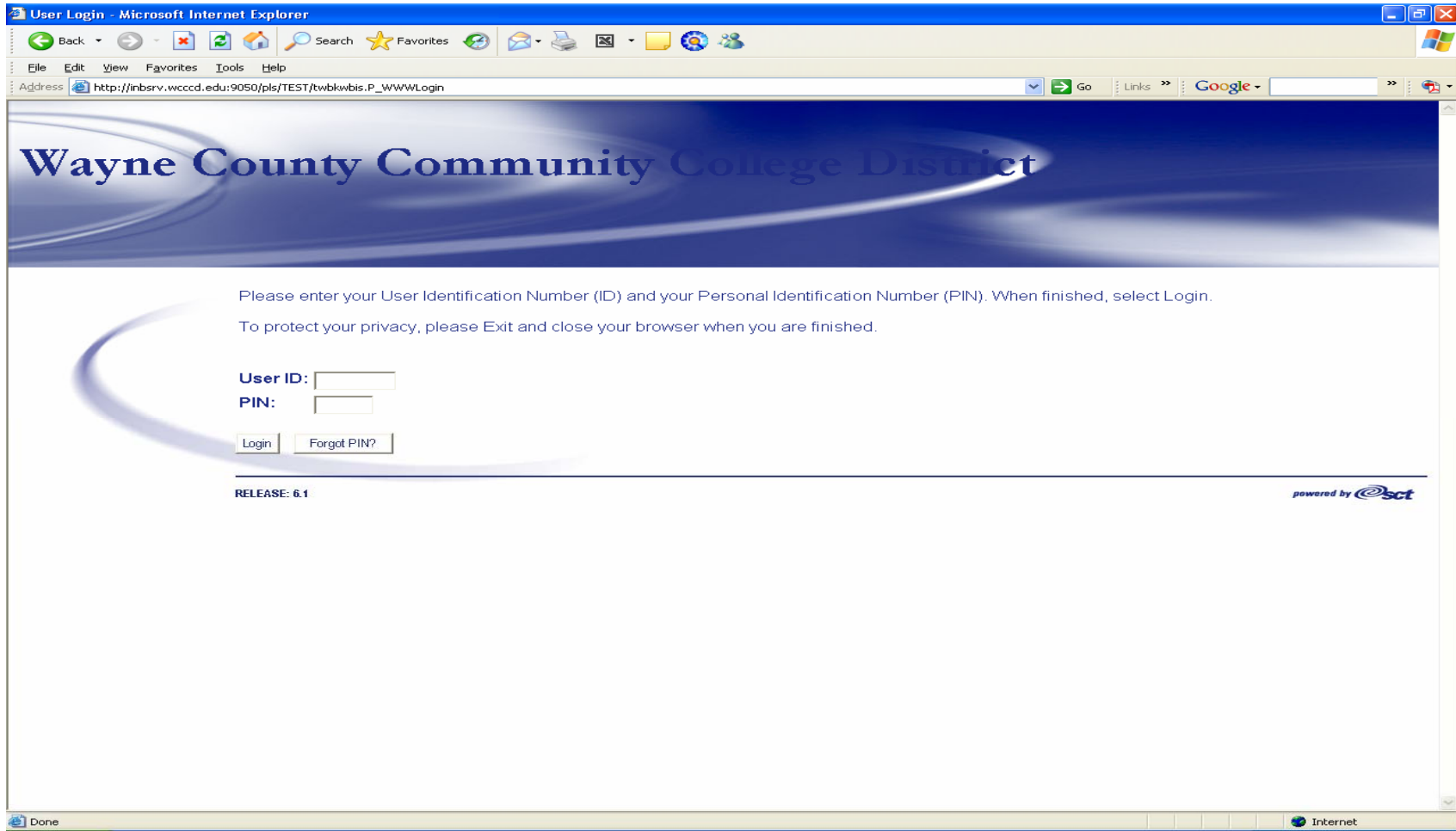
## Step One:

Click on **Web-Gate**



**Step Two:**

- a. Enter your **Wayne County Community College District Student Identification Number** in the box next to **User ID**.  
Please Note: This is a **9** (nine) digit code beginning with the letter **A**.  
(i.e. **A-----**). This identification will be provided to you after your completed admission application has been received.
- b. Enter in the box next to **PIN** *the same Password* you used to Apply for Admission.
- c. Click on **Login**



## Step Four

- Re-enter the PIN (personal identification number). This number is **the six digits of your birth date**. For example, if your birth date is **June 26, 1976**, the six digit PIN that you will re-enter is **062676**.
- Enter your new six-digit PIN.
- Re-enter this same six-digit PIN.
- Click **Login**

Verify Login - Microsoft Internet Explorer

Back Forward Stop Home Search Favorites Refresh Print Mail Stop Settings Help

Address [http://inbsrv.wcccd.edu:9050/pls/TEST/twbkwbis.P\\_ValLogin](http://inbsrv.wcccd.edu:9050/pls/TEST/twbkwbis.P_ValLogin) Go Links Google

The NEW Wayne County Community College DISTRICT WCCCD

HELP EXIT

### Login Verification Change PIN

Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

Login

RELEASE: 6.1

powered by @sct

Done Internet

### Step Five

- a. In the box next to **Enter Question:** Type a question that only you will be able to answer. For example, “**Favorite color?**”
- b. In the box next to **Answer:** Type the answer to the question you entered. For example, (based on the question above) enter “**Purple**” as your answer.
- c. Click on **Submit**

Verify Login - Microsoft Internet Explorer

Address: http://inbsrv.wcccd.edu:9050/pls/TEST/twbkwbis.P\_ValLogin

## Wayne County Community College District

HELP EXIT

### Login Verification Security Question and Answer


If you forget your PIN, you can reset it yourself without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, limit it to 30 characters, limit spaces, and do not use special characters.

**Enter Question:**

**Answer:**

RELEASE: 6.1

powered by 

Done Internet

## Step Six:

Click On **Student & Financial Aid**

Main Menu - Microsoft Internet Explorer

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS

File Edit View Favorites Tools Help

Address [http://inbsrv.wcccd.edu:9050/pls/TEST/twbkwbis.P\\_GenMenu?name=bmenu.P\\_MainMnu&msg=WELCOME](http://inbsrv.wcccd.edu:9050/pls/TEST/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME) Go Links Google

# Wayne County Community College District

Search  Go ACCESSIBILITY SITE MAP HELP EXIT

**Personal Information** **Student Services & Financial Aid**

## Main Menu

---

Welcome, Carol Wells, to the WWW Information System!

**Personal Information**  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

**Student & Financial Aid**  
Apply for Admission, Register, View your academic records and Financial Aid

**WebCT.com, The e-Learning Hub**  
Find online help, research tools, discussions, and more!

---

RELEASE: 6.1 powered by @sct

Done Internet

**Step Seven:**  
Click On **Registration**

Student & Financial Aid - Microsoft Internet Explorer

Back Forward Stop Home Search Favorites Refresh Print Mail Stop RSS

File Edit View Favorites Tools Help

Address [http://inbsrv.wcccd.edu:9050/pls/TEST/twbkwbis.P\\_GenMenu?name=bmenu.P\\_StuMainMnu](http://inbsrv.wcccd.edu:9050/pls/TEST/twbkwbis.P_GenMenu?name=bmenu.P_StuMainMnu) Go Links Google

# Wayne County Community College District

Search  Go RETURN TO MENU SITE MAP HELP EXIT

**Personal Information Student Services & Financial Aid**

## Student & Financial Aid

---

**Admissions**  
Apply for Admission or Review Existing Applications

**Registration**  
Check your registration status, class schedule and add or drop classes

**Student Records**  
View your holds, grades, transcripts and account summary

**Financial Aid**  
Apply for Financial Aid, review status and loans

---

RELEASE: 6.2 powered by @sct

Internet

**Step Eight:**  
Click On **Add or Drop Classes**

Registration - Microsoft Internet Explorer

Back Forward Stop Home Search Favorites Refresh Print Mail Internet Options

File Edit View Favorites Tools Help

Address [http://inbsrv.wcccd.edu:9050/pls/TEST/twbkwbis.P\\_GenMenu?name=bmenu.P\\_RegMnu](http://inbsrv.wcccd.edu:9050/pls/TEST/twbkwbis.P_GenMenu?name=bmenu.P_RegMnu) Go Links Google

# Wayne County Community College District

Search  Go RETURN TO MENU SITE MAP HELP EXIT

**Personal Information** Student Services & Financial Aid

## Registration

---

- Select Term
- Add or Drop Classes**
- Look Up Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Withdrawal Information
- Registration Status
- Update Student Term Data
- Active Registration
- Registration History

---

RELEASE: 6.2

powered by sct

Internet

**Step Nine:**  
Next to **Select a Term.**

a. Click **Submit**

Registration Term - Microsoft Internet Explorer

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

File Edit View Favorites Tools Help

Address [http://inbsrv.wcccd.edu:9050/pls/TEST/bwskfreg.P\\_AltPin](http://inbsrv.wcccd.edu:9050/pls/TEST/bwskfreg.P_AltPin) Go Links Google

# Wayne County Community College District

Search  Go RETURN TO MENU SITE MAP HELP EXIT

**Personal Information** Student Services & Financial Aid

## Registration Term

A00324471 Carol Wells  
Jun 10, 2005 11:36 am

Select a Term: Summer 2005

Submit

RELEASE: 6.0

powered by sct

Done Internet



**Step Ten:**

a. In the first box under **CRNs (Note: CRN = Course Reference Number)**, enter **the five (5) digit CRN number located in the Wayne County Community College District's Academic Course Schedule on the line under the course title that you wish to register for.**

b. **Enter each CRN number in a separate box.**

An example of a course listing in the Spring 2006 Academic Course Schedule (p.105) is below:

Section No.	Campus	Room	Credits	Time	Days	Center	Type	DL	Instructor
<b>ENG 280 CREATIVE WRITING</b> <b>20873-602</b>	NW	C109	3.00	11:30AM –1:00 PM	TH		LEC		Chennault, Stephen

Students, you are to **enter the first five numbers** (i.e. **20873**) of the Section No. in the box under **CRNs** listed in the **Add or Drop Classes** section of the On-line Registration **for each class for which you wish to register.**

c. Click on

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Registered** on Aug 03, 2005		80997	MAT	100	304	Undergraduate	3.000	Standard Letter	Basic Mathematics
**Registered** on Aug 03, 2005		80055	ALH	110	301	Undergraduate	3.000	Standard Letter	Terminology for the Health Professions
**Registered** on Aug 03, 2005		80626	ENG	110	301	Undergraduate	3.000	Standard Letter	English I
**Registered** on Aug 03, 2005		81385	PSY	101	307	Undergraduate	3.000	Standard Letter	Introductory Psychology
**Web Registered** on Oct 27, 2005		80010	ACC	100	303	Undergraduate	3.000	Standard Letter	Introduction To Accounting

Total Credit Hours: 15.000  
Billing Hours: 15.000  
Maximum Hours: 18.000  
Date: Oct 27, 2005 12:57 pm

### Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

## Congratulations!

You have **successfully registered when “\*\*Web Registered”** on the same line as your course selection as shown below.

Click on the [Tuition Fee Assessment](#) link at the bottom of the page and proceed to [Credit Card Payment](#). These links appear at the bottom of the respective pages.

**Wayne County Community College District**

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Personal Information](#) [Student Services & Financial Aid](#)

### Add or Drop Classes

A00324471 Carol Wells  
Summer 2005  
Jun 10, 2005 12:41 pm

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
**Web Registered** on Jun 10, 2005	None	50187	BUS	225	921 Undergraduate	3.000	Standard Letter	Computer Application Business

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Maximum Hours: 18.000  
Date: Jun 10, 2005 12:41 pm

#### Add Classes Worksheet

**CRNs**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

[ [View Holds](#) | [Change Course Options](#) | [Registration Fee Assessment](#) ]

RELEASE: 6.2 powered by