



### **Login HACCWeb**

- Step 1. Go to [www.hacc.edu](http://www.hacc.edu), click on HACCWeb shown near the top of the page.
- Step 2. Enter Secure Area, type in your *user id* (HACCid # is Hxxxxxxx) and your Personal Identification Number PIN is your birth date in this format: MMDDYY. If you forgot your pin, see “Resetting my Pin”, then click the Login button. If you have visited HACCWeb previously you can skip the following steps .
- Step 3. Change your PIN, it must be 6-15 characters in length, and contain at least one number, click the *Login button*.
- Step 4. Type a security question, and the answer. This will help you if you forget your *pin #*.
- Step 5. Read the *Terms of Usage* and click continue. If you don't agree to the terms, you will not be able to proceed and you will need to register in person.

### **Look-up your Mid-term Grades**

- Step 1. Login HACCWeb,
- Step 2. Click on Student Services and Financial Aid,
- Step 3. Click on Student Records,
- Step 4. Click on View My Midterm Grades.

### **Find Your Advisor**

- Step 1. Login HACCWeb,
- Step 2. Click on Student Services and Financial Aid,
- Step 3. Click on Student Records,
- Step 4. Choose View My Student Information,
- Step 5. Select the current term, your primary advisor will be listed as well as a contact phone number.

### **Check Your Academic Standing**

- Step 1. Login HACCWeb,
- Step 2. Click on Student Services and Financial Aid,
- Step 3. Click on Student Records,
- Step 4. Choose View My Academic Transcript,
- Step 5. Select the Current Term, the most recent term shows your current Academic standing.

### **Re-set Your Pin**

- Step 1. If you cannot remember your pin, type in your userid, leave the PIN field blank, and click on the *Forgot PIN?* button. If you answer your security question correctly, your pin will be reset to your birth date,
- Step 2. If you cannot remember your security question answer, or if you attempt to logon 5 times unsuccessfully, you will disable your PIN and you must have it reset by the Registration Office of the campus nearest you. Your PIN cannot be reset by telephone.

### **Get Ready for Registration**

Step 1. Schedule an appointment to meet with your assigned advisor to select classes for next semester. Don't forget to ask for your Advising Code (see Advising Code info below). Only your advisor may provide you with the Advising Code: it is the digital form of your advisor's signature, which is distinct and separate from your personal PIN used to login to HACCWeb.

Step 2. Create your schedule by choosing the courses you need to take, make note of the Course Reference Number (CRN) to register.

Step 3. To be a step ahead when registration begins, log on to HACCWeb to ensure that you are able to logon successfully and click on "Check My Registration Status" (verify your major, address, etc.).

### **Advising Code**

You **will** need an Advising Code if you are:

- 1) First time student, full time,
- 2) In your 1<sup>st</sup> or 2<sup>nd</sup> term,
- 3) Accelerated or provisional high school student,
- 4) First time, International (F1 Visa),
- 5) First time, non high school graduate,
- 6) On academic probation or suspension reinstatement,
- 7) Enrolled in one of these programs; Phlebotomy 0390, Culinary Arts 1260, 1261, 1580, 1581; Graphic Design 2200, 2840; Environmental Assoc. 3060; Environmental Specialist 3570; Nuclear Medicine 3630 363N; Pre-Radiologic Tech 374P, 375P, 376P; Legal Asst. and Paralegal Studies, Cert 5300 and 5301; Health Sciences 359P.

### **Register Online**

Step 1. Login HACCWeb,

Step 2. Click on Student Services and Financial Aid,

Step 3. Click on Student Registration,

Step 4. Click on Check my Registration Status to verify your major, if you have not done already done so,

Step 5. Click on the Register/Add/Drop Classes menu item, complete educational goal survey question. If you have been assigned an Advising Code, you will be prompted to enter it here,

Step 6. Read the *Register/Add/Drop Classes* page thoroughly, add courses by typing the CRN numbers in the boxes at the bottom of the page, click the *Submit Changes* button. (Refer to *Help* in the upper right corner of the webpage for details and error resolution.)

Step 7. Click on the *Student Detail Schedule* link at the bottom of the *Register/Add/Drop Classes* page. Print and keep a copy of the Student Detail Schedule page as confirmation of your registration.

Step 8. Click on the *Account Summary by Term* link at the bottom of the *Student Detail Schedule page for your bill, print and keep a copy of this page*

Pay your bill in full by the due date noted at the top of the Register/Add//Drop Classes page.