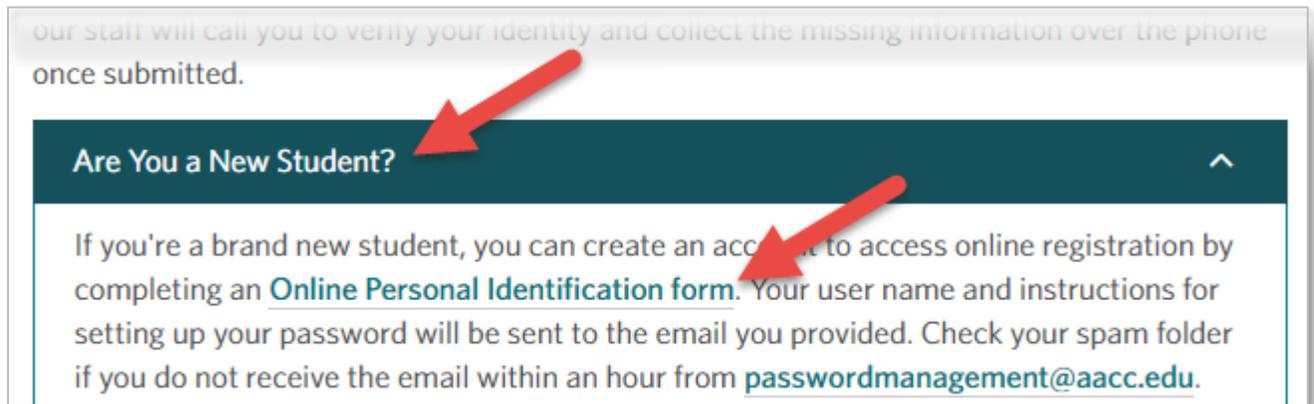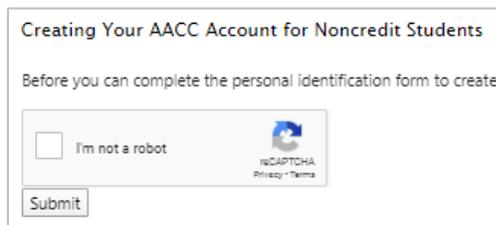# CREATING A NONCREDIT STUDENT ACCOUNT

ONLINE PERSONAL IDENTIFICATION FORM

If you are a new student to AACC, you will need to create an account using the Online Personal Identification form. Type this URL into any internet browser: **www.aacc.edu/noncredit**

This will take you to the Noncredit Registration page. Scroll down to the Noncredit Registration Heading and click the green bar with white text that says, "Are You a New Student?" and click the link to the Online Personal Identification form:
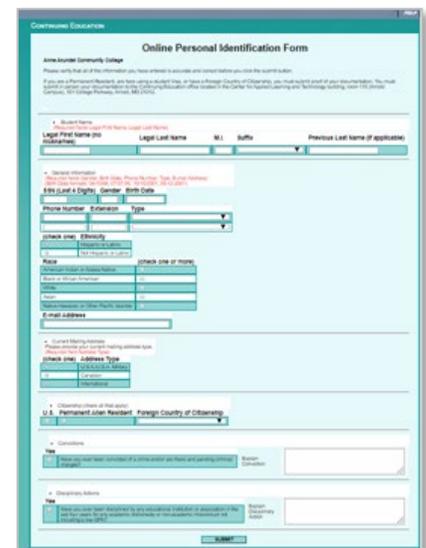

For security reasons, you will need to confirm you are not a robot and click the submit button:

Then enter your information in the Online Personal Identification form and click submit at the bottom of the page [image to the right].

You will receive an email at the email address you provided with your user name and instructions for setting up your password. If you do not receive that email within a half hour of submitting, please check your spam folder.

If you need further assistance creating your account, please contact the Technical Call Center at 410-777-4357 or helpdesk@aacc.edu.
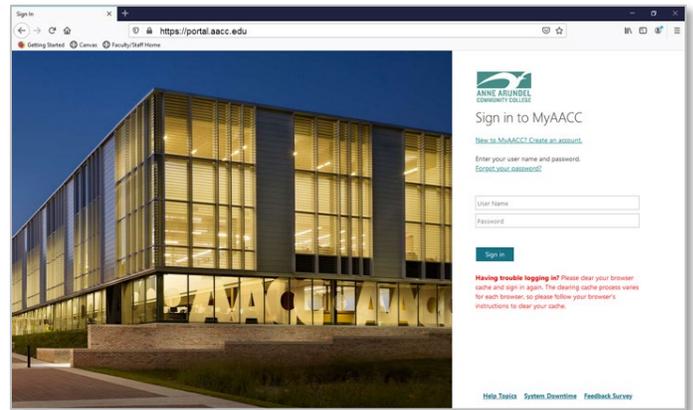

ANNE ARUNDEL COMMUNITY COLLEGE
School of Continuing Education and Workforce Development

REGISTERING ONLINE FOR NONCREDIT CLASSES

LOG INTO MyAACC

Type the following URL into any internet browser: **portal.aacc.edu**

Then enter your user name and password and click the Sign in button.

If you need assistance, review the information in the "Checking your Access" section above.
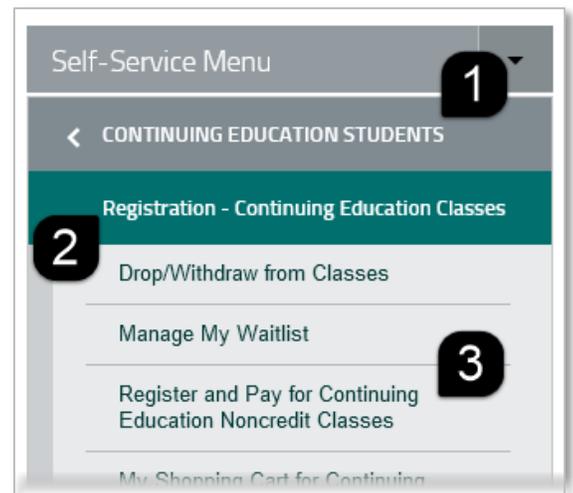
After you log in, click the **Menu** icon in the upper, left corner of the page.

Then select **Self Services** from the menu options.

Then select the following options in the order listed under the new "Self-Services Menu" displayed:
1. Continuing Education Students
2. Registration – Continuing Education Noncredit Classes
3. Register and pay for Continuing Education Noncredit Classes

A new web part (box) will appear to the right of the Self-Services Menu where you can find your noncredit classes to register.
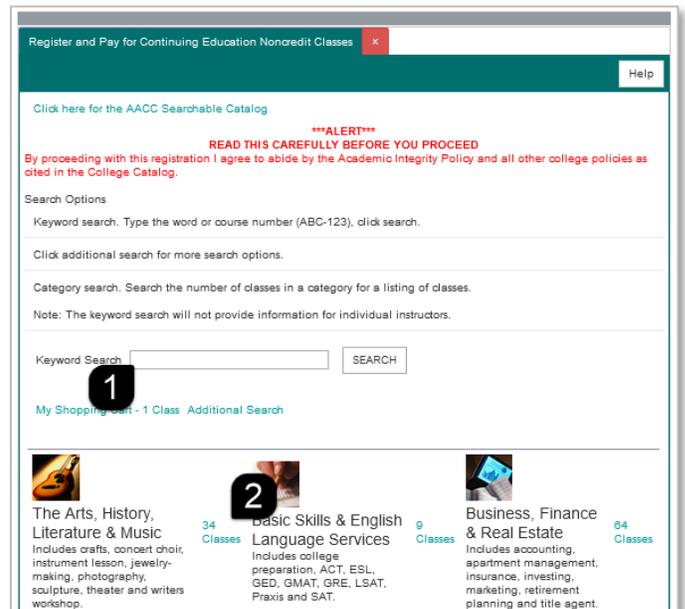
Instructional Support Center staff are available to talk you through the online registration process. Submit your request for an appointment by emailing **iscenter@aacc.edu** or leaving a voicemail at **410-777-2325**.

ANNE ARUNDEL COMMUNITY COLLEGE
School of Continuing Education and Workforce Development

FINDING YOUR CLASSES

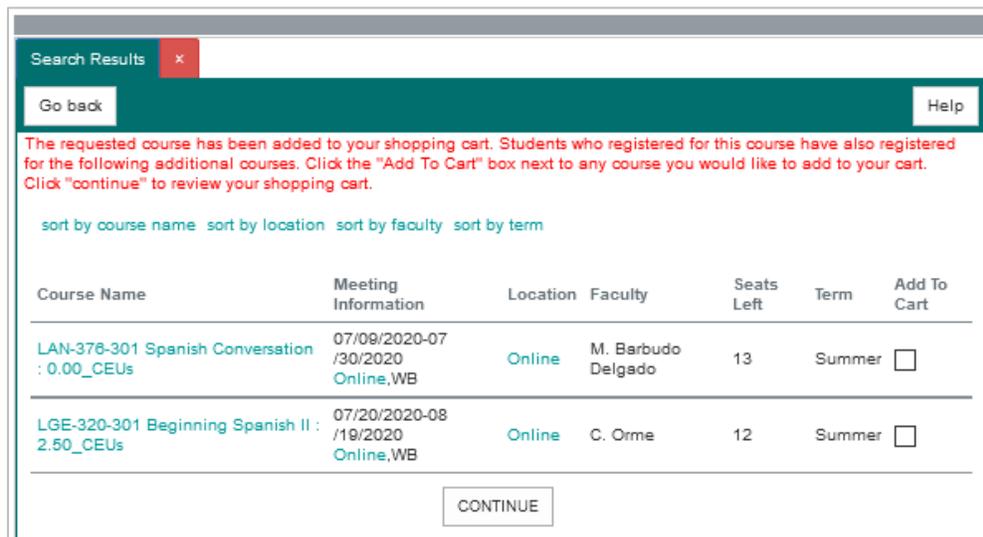You can find the classes you want to register for in two ways.

1. You can search for a specific course by using the course number or a word from the title of the course. Type the course number or word in the Keyword Search field and click the Search button. Please note that when using a course number you need to include the dashes or the search will not work. For example, enter "HTH-925" instead of "HTH 925" for the search to work.

2. You can browse classes by clicking the link next to the general category you are interested in.

When you find the course you want to register for, click "Add To Cart" in the far right column:

You may be shown a screen with other classes you might be interested in:

If you do <u>not</u> want to register in those classes as well, just click the **Continue** button to be taken to your shopping cart where you can pay and complete the registration process.

If you <u>do</u> want to add those classes to your cart, click the checkbox under the "Add To Cart" column and then click the **Continue** button.

ANNE ARUNDEL COMMUNITY COLLEGE
School of Continuing Education and Workforce Development

PAYING FOR CLASSES ONLINE

While viewing your shopping cart, confirm the class information and initiate payment.

1. If you would like to remove a class from your cart, click the checkbox next to that section under "Remove from Cart."
2. Then select your payment type from the Payment Type Entry dropdown list. We are only able to accept credit card payments using Visa, MasterCard, Discover or American Express.
3. Then click the Remove/Checkout button to remove any classes you indicated above and pay for the remaining classes in your shopping cart.

You will be shown an updated total that will be charged to your card; click the **Continue** button to enter your credit card information in our secure payment system through PayPal:

Enter your credit card information and click the **Pay With 1 Click** button to complete the registration process.

You will receive a confirmation by postal mail in 1 to 2 weeks. Enjoy your classes!

ANNE ARUNDEL COMMUNITY COLLEGE
School of Continuing Education and Workforce Development