Step 2 - Register for Class(es):

RETURNING STUDENTS...

- Log into MyPCC, [https://my.pcc.edu](https://my.pcc.edu) using your PCC User Name and Password.
- Once you are logged in, click on the **My Courses** tab at the top of the page.
- In the Get Started column, click on **Register for Classes**.
- Click on **Add or Drop Classes**.
- In the **Registration Term** screen, select the appropriate Term (refer to the CRN you are registering for provided by your teacher or on the Participating High Schools website [http://www.pcc.edu/pavtecDualCredit/]. CRN stands for Course Reference Number and is a unique 5-digit number assigned to each PCC Class.
- CRNs starting with a 4 – select Fall
- CRNs starting with a 1 – select Winter
- CRNs starting with a 2 – select Spring
- CRNs starting with a 3 – select Summer
- In the **Add or Drop Classes** screen, enter the Dual Credit CRN(s) you wish to register for. It is very important that you enter the correct CRN. Be sure to DOUBLE CHECK that you’ve entered the correct CRN for your high school articulated course(s). You are still responsible for tuition and fees if you register for the WRONG course.
- Be sure to click on the **Submit Changes** to complete your registration.
- Back under the **My Courses** tab, verify you’ve registered for the correct CRN. If you do not see your PCC course listed here it means that the registration did not take and you need to try again.

FOR FIRST TIME USERS...

- Have the following 3 pieces of information available:
  - Your **PCC ID#** (It starts with a “G”, example: G01234567).
  - Your **Birthday**
  - Your **Zip Code**
- Go to MyPCC, [https://my.pcc.edu](https://my.pcc.edu), or go to the PCC homepage and click the yellow MyPCC tab on the right-hand side.
- Click on the **First Time User?** link below the gold shaded login box online and follow the directions to create your account.
- Make note of your password in a safe location…you will need this information the next time you log in to MyPCC.
- Once you are logged in, click on the **My Courses** tab at the top of the page.
- In the Get Started column, click on **Register for Classes**.
- Click on **Add or Drop Classes**.
- In the **Registration Term** screen, select the appropriate Term (refer to the CRN you are registering for provided by your teacher or on the Participating High Schools website [http://www.pcc.edu/pavtecDualCredit/]. CRN stands for Course Reference Number and is a unique 5-digit number assigned to each PCC Class.
  - CRNs starting with a 4 – select Fall
  - CRNs starting with a 1 – select Winter
  - CRNs starting with a 2 – select Spring
  - CRNs starting with a 3 – select Summer
- In the **Add or Drop Classes** screen, enter the Dual Credit CRN(s) you wish to register for. It is very important that you enter the correct CRN. Be sure to DOUBLE CHECK that you’ve entered the correct one for your high school articulated course(s). You are responsible for tuition and fees if you register for the WRONG course.
- Be sure to click on the **Submit Changes** to complete your registration.
- Back under the **My Courses** tab; verify you’ve registered for the correct CRN.

---

**Need Help Locating Your PCC ID # or User Name?**
- Call the PCC Dual Credit Office, 971-722-7737.
- Or call the Registration Office at 971-722-8888, option 2.

**Need Help with your Password?**
- Call the Helpdesk, 971-722-8200