

Student Instructions on How to Web Register

MY ACCESS

Log In:

- Coahoma Homepage (www.coahomacc.edu)
- Click on ACCESS icon
- Enter student id# (or your SSN if this is your first time logging on)...
- Enter 5-digit pin number. Initially, your pin is set to your birthday in the format of MMDDYY. For example, pin would be 010180 for birthday on January 1, 1980.
- Click LOGIN

Creating Schedule:

- Students must see their advisor prior to web registration to activate Web Authorization.
- Under Student Info Center, Scheduling, click Registration

Adding a Course:

- Be sure ADD is selected in the “action” drop-down box (default is ADD).
- If you know the course#, key the Dept, Crs#, and Section or click SELECT COURSES and follow the directions on the screen.
- Once the course number and section has been entered, click ADD/DROP COURSE to add course to schedule and advance to next window.
- Continue selecting courses as outlined above.

Dropping a Course: (This removes a course that has been previously added.)

- At the far right of the course to be dropped, click Drop to remove the course from your schedule.
- Continue the process of adding/dropping courses until your schedule is complete.

Completing Schedule:

- When your schedule is completed, click COMPLETE REGISTRATION.

Completing Registration:

- The following options will be displayed along with your schedule and financial information.

Option 1: COMPLETE REGISTRATION

- If you are *receiving 100% financial aid* (Pell, MTAG, scholarship, etc), the following message will appear: “Your financial aid coverage is 100%. Would you like to complete your registration at this time?” Click OK to complete or click CANCEL.
- If you *owe a balance*, the following message will appear: “Would you like to complete your registration at this time?” Choose one of the following payment options. ***Note: You must pay the balance or make payment arrangements with the Business Office before you are “registered” in classes. Failure to pay your balance will result in removal from classes.***
 - Payment Option 1 – Pay Online via Credit Card (Preferred Method): Click OK if you wish to pay via VISA, Master Card, American Express, or Discover. Complete the credit card payment information and follow the directions for submitting payment.
 - Payment Option 2 - Pay Balance in Person: Click CANCEL. Visit the Business Office on the Main Campus to pay via cash, check, or credit card (VISA, Master Card, American Express, or Discover). Office hours are 8:00 a.m. to 3:30 p.m. Monday thru Friday.

Option 2: QUIT & PAY LATER - ***Note: You will NOT be registered until you select COMPLETE REGISTRATION. This is the most important step!***

Log Out:

- Click the Log Out button at the top of the screen.

Questions: Contact Computer Center @662.621.4152 or 662.621.4245