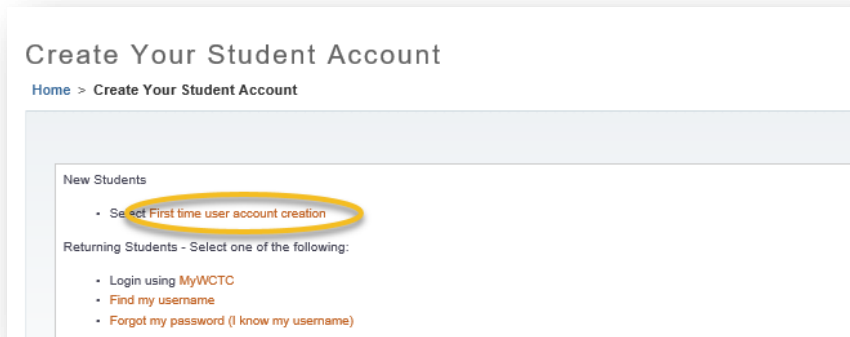


Creating a WCTC Account

1. Select 'First time user account creation'



Create Your Student Account
Home > Create Your Student Account

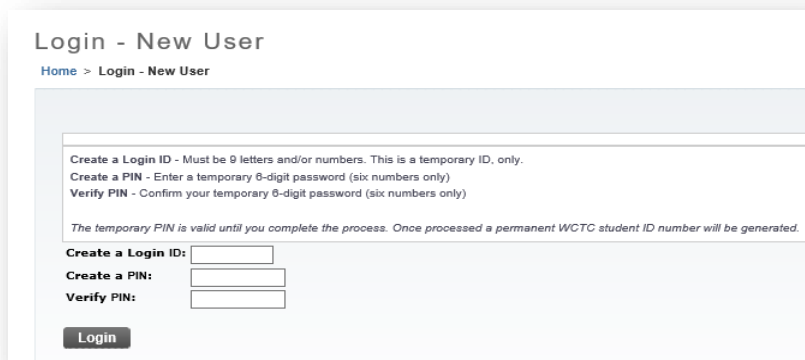
New Students

- [Select First time user account creation](#)

Returning Students - Select one of the following:

- [Login using MyWCTC](#)
- [Find my username](#)
- [Forgot my password \(I know my username\)](#)

2. Create login information
 - a. Create a Login ID: 3 initials and DOB – abc010180 (option)
 - b. Create a Pin: DOB
 - c. Click login



Login - New User
Home > Login - New User

Create a **Login ID** - Must be 9 letters and/or numbers. This is a temporary ID, only.
Create a **PIN** - Enter a temporary 6-digit password (six numbers only)
Verify **PIN** - Confirm your temporary 6-digit password (six numbers only)

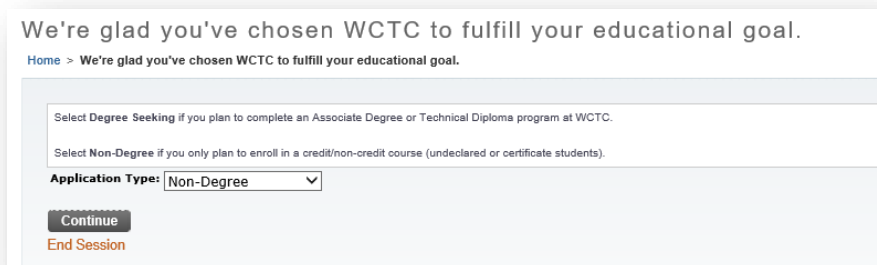
The temporary PIN is valid until you complete the process. Once processed a permanent WCTC student ID number will be generated.

Create a Login ID:

Create a PIN:

Verify PIN:

3. Application Type is always 'Non-Degree' Click Continue.



We're glad you've chosen WCTC to fulfill your educational goal.
Home > We're glad you've chosen WCTC to fulfill your educational goal.

Select **Degree Seeking** if you plan to complete an Associate Degree or Technical Diploma program at WCTC.
Select **Non-Degree** if you only plan to enroll in a credit/non-credit course (undeclared or certificate students).

Application Type: Non-Degree

[End Session](#)

Creating a WCTC Account

4. Choose Admission Term, add First and Last name then click 'Fill Out Application'

The screenshot shows the 'Get started' page with the following elements:

- Header: Home > Get started
- Text: Degree Seeking - Choose the appropriate start term. Non-Degree (undeclared, course-takers or certificate students) yed.
- Note: * - indicates a required field.
- Application Type: Non-Degree
- Admission Term: * Spring 2017-2018 (dropdown menu)
- First Name: * Charlie
- Middle Name: (empty field)
- Last Name: * Coursetaker
- Buttons: Fill Out Application (highlighted with a yellow arrow), End Session
- Annotation: A yellow callout box says 'Select term in dropdown' pointing to the Admission Term dropdown.

5. Click on 'Name' to finish completing your personal information

The screenshot shows the 'Click on the links below and enter the required fields' page with the following elements:

- Header: Home > Click on the links below and enter the required fields
- Text: Choose Application is Complete to submit your information. If you choose to finish later, use your generated ID and your PIN from the Login Page to access the application. Incomplete applications may be updated at a later time.
- Links: Name, Personal Information, Home Address and Phone, High School
- Buttons: Application is Complete, Finish Later
- Text: Have Questions?

6. Confirm your name is correct and click Continue

The screenshot shows the 'Name' checklist page with the following elements:

- Header: Home > Name
- Section: Name (Checklist item 1 of 4)
- Text: When this section is complete:
- List:
 - Choose Checklist to save your changes and display the checklist
 - Choose Continue to move to the next section
 - Choose Finish Later to save your changes and return at a later time
- Note: * - indicates a required field.
- Form fields:
 - Last Name: * Registration
 - First Name: * Reggie
 - Middle Name: (empty field)
 - Previous Last Name: (empty field)
- Buttons: Checklist, Continue, Finish Later

Creating a WCTC Account

7. Enter your Home address and click Continue

Home > First Address and Phone

Home Address and Phone (Checklist item 2 of 4)

When this section is complete:

- Choose Checklist to save your changes and display the checklist
- Choose Continue to move to the next section
- Choose Finish Later to save your changes and return at a later time

* - indicates a required field.

Home

Street Line 1: * 1250 W. Sunset Dr.

Street Line 2:

Street Line 3:

City: * Waukesha

State: * Wisconsin

ZIP: * 53189

Preferred Phone Number: * 262 - 5417894

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

8. Enter your personal information and click Continue

Personal Information (Checklist item 3 of 4)

When this section is complete:

- Choose Checklist to save your changes and display the checklist
- Choose Continue to move to the next section
- Choose Finish Later to save your changes and return at a later time

* - indicates a required field.

Citizenship: * None

Email: *

Verify e-mail address: *

SSN (XXXXXXXX): *

Gender: *
 Male Female

Birth Date: *
Month: None Day: None Year: (YYYY)

Select highest degree earned by either parent: *
None

Are you a Resident of Wisconsin?: *
 Yes No

What is your ethnicity?

Ethnic Category: *

Hispanic or Latino
 Not Hispanic or Latino

Race: *
Select one or more races to indicate what you consider yourself to be.

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Prefer Not to Respond
<input type="checkbox"/> American Indian or Alaskan Nat	<input type="checkbox"/> Asian <input type="checkbox"/> Cambodian <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian and Other Paci	<input type="checkbox"/> White	<input type="checkbox"/> Prefer not to respond

Checklist Continue Finish Later

9. Click 'Lookup High School Code', complete and click Continue

Home > High School

High School (Checklist item 4 of 4)

Enter your High School Code. If you do not know the code, select the [Lookup High School Code](#) link to search for it.

If your high school is located in Wisconsin, but is not found using the Lookup, please enter H0000 in High School Code. For out-of-state/out-of-country high schools, please enter code H0020 a code H0010 for GED or H0009 for HSED, and leave the High School information fields blank. If you were homeschooled, leave all fields blank and check the Home School box.

* - indicates a required field.

High School Attended: * H0080 [Lookup High School Code](#)

If School not found:

High School Name: * Altoona HS

Home School (check for yes): *

High School City: * Altoona

High School State: * Wisconsin

Graduation Date: *
Month: None Day: None Year: (YYYY)

Enter or View another High School

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

Creating a WCTC Account

10. When a red checkmark appears by each topic, click 'Application is Complete'

Click on the links below and enter the required fields

Home > Click on the links below and enter the required fields

Choose **Application is Complete** to submit your information.

If you choose to finish later, use your generated ID and your PIN from the Login Page to access the application. Incomplete application

✓ Name ✓ Personal Information

✓ Home Address and Phone ✓ High School

Application is Complete **Finish Later**

Have Questions?

11. Click on 'I agree to the terms'

Verification of Information

Home > Verification of Information

By agreeing to the terms your account information will be submitted. If you do not agree, you will be directed back to the Menu page and your account information will not be submitted.

I certify that the information provided is true and complete to the best of my knowledge.

I agree to the terms

I do not agree

12. **Make note of your User Name and Password** (Student ID#) then click 'Login to MyWCTC' to access your account

Your account information has been processed.

User Name & Password

jolly1= User Name

000530150= Password (this is your Student ID #)

Discard your temporary ID number and PIN. Record the numbers above for access to your account.

Check [College Calendar](#) for registration dates.

To Register:

1. Login to [MyWCTC](#)
2. If needed, select security questions and enter answers.
3. Select the 'Registration and Courses' tab.
4. Select 'Register for a Class'.
5. Select 'Term'.
6. Select Add/Drop classes.
7. Enter your CRN's under 'Add Classes Worksheet'.
8. Scroll down and select 'Submit'.
9. Review for errors, then select 'Confirm' to process your request. Requests are not processed until Confirm is selected.

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