



Welcome to NCCC's Online/Flexible Registration for Credit-Free Courses

The screenshot shows the NCCC website interface. At the top, there is a blue header with the NCCC logo and navigation links: Home, Schedule Builder, Manage Registration, Saved Plans, and My Profile. Below the header, the page title is "Registration for Northwestern CT Community Col.". The main content area is divided into two columns. The left column contains a search section titled "Are you ready to search for classes?" with a search bar, a dropdown menu for "All terms", and a "for" label. Below the search bar are links for "Browse By Subject" and "Advanced Search". There is also a section titled "How to Search for a Course" with instructions on how to use the search bar. Below that is a section titled "How to Register and Pay" with information about credit card payments and a link for "More Information". The right column contains a "Sign In" section with a sign-in button, a "Sign In" button, and a "New to Connecticut Community College" section with a dropdown menu and a "Login credentials will be sent to you in a" dropdown menu.

*** IMPORTANT***

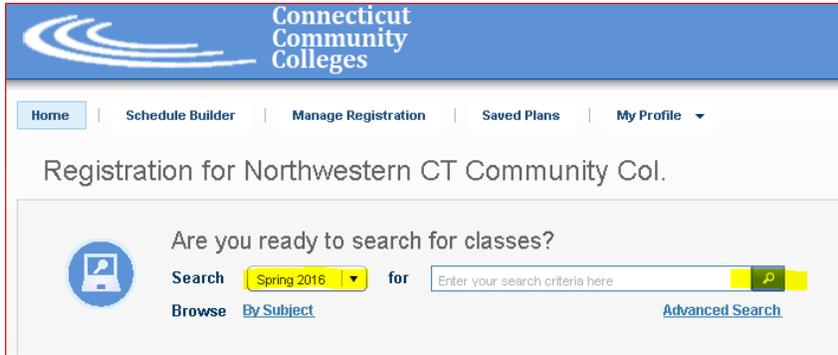
- Do not use your internet browser's BACK button while in Flexible Registration.
- Press OK to any security popups during the registration and payment process.
- MasterCard, Visa and Discover Cards are acceptable forms of payment.
- DO NOT log out until a final invoice and payment confirmation has been generated.

Step 1

If you are a returning student and know your NCCC Net ID (@01234567) please sign in using your ID and password, otherwise go to *Step 2*.

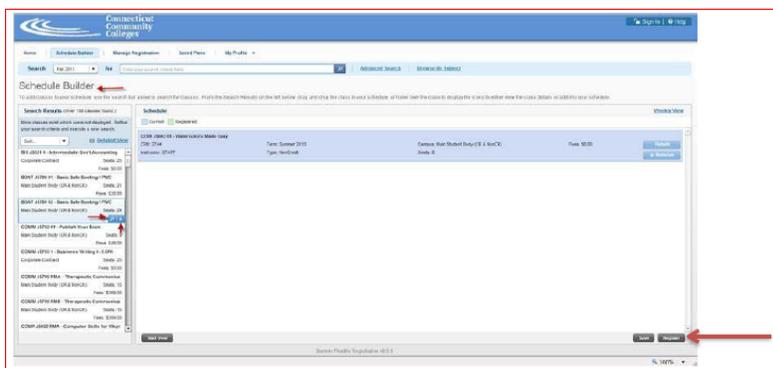
Step 2

Begin your search by choosing a **Term** and clicking the magnifying glass.



Step 3

Choose your class(es) from the available courses on the Schedule Builder. Drag or click on the “+” symbol to add a course to your Schedule/Cart. NOTE: Course CRNs are visible in the “Detailed View.”

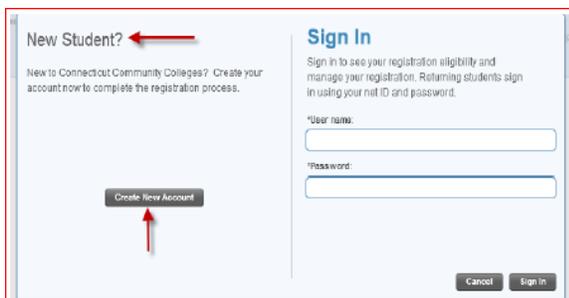


Step 4

Click “Register” when completed with course section.

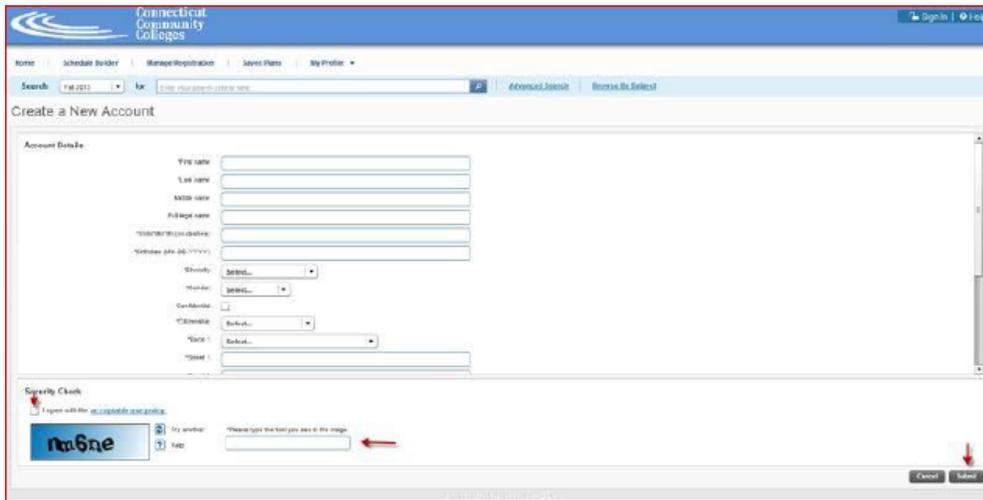
Step 5

If you are a new student to the Connecticut Community College System, do not have a Net ID and have not signed in, please create a new account by clicking on “**Create New Account**”.



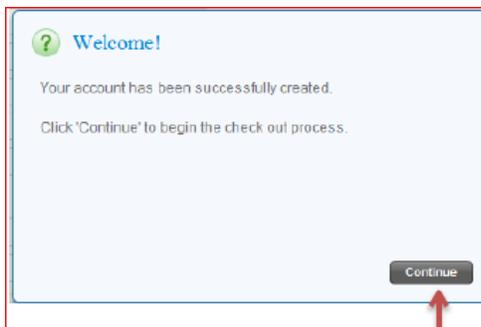
Step 6

To create a new student account, enter the required information and click “**Submit**”.



The screenshot shows the 'Create a New Account' page on the Connecticut Community Colleges website. The page has a blue header with the logo and navigation links like 'Home', 'Schedule Builder', 'Manage Registration', 'Saved Plans', and 'My Profile'. Below the header is a search bar and a navigation menu. The main content area is titled 'Create a New Account' and contains a form with the following fields: 'First name', 'Last name', 'Middle name', 'Full legal name', 'Username (no spaces)', 'Password (min 8 characters)', 'Security' (dropdown), 'Gender' (dropdown), 'Confirm' (checkbox), 'Confirmable' (dropdown), 'Phone' (dropdown), and 'Email' (text input). At the bottom of the form, there is a 'Security Check' section with a 'Try another' button and a 'Note' field. A red arrow points to the 'Submit' button at the bottom right of the form.

Once your account is successfully created, you will see the “Welcome!” popup:

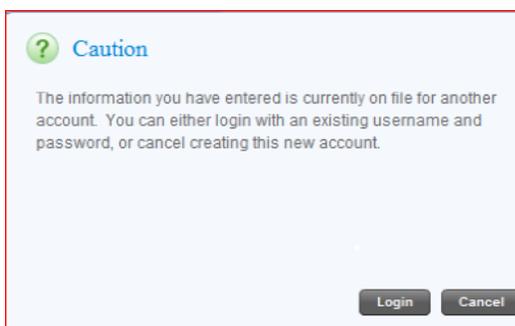


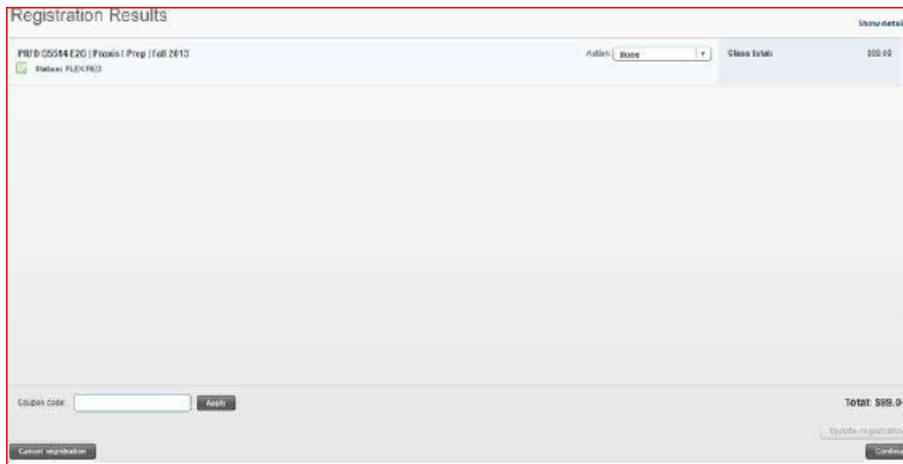
Step 7

Click **Continue** to complete the registration process.

If you do not receive the “Welcome!” page, it may be due to someone else having the same name as you do or some other exception or commonality.

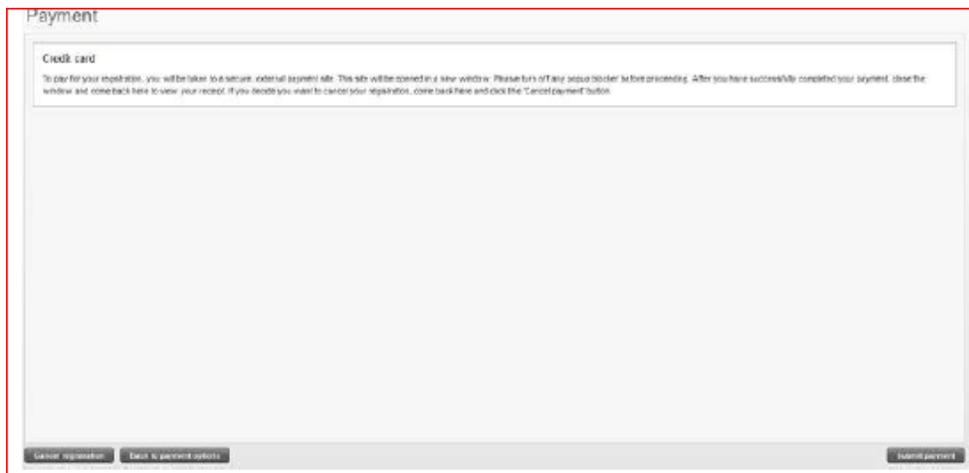
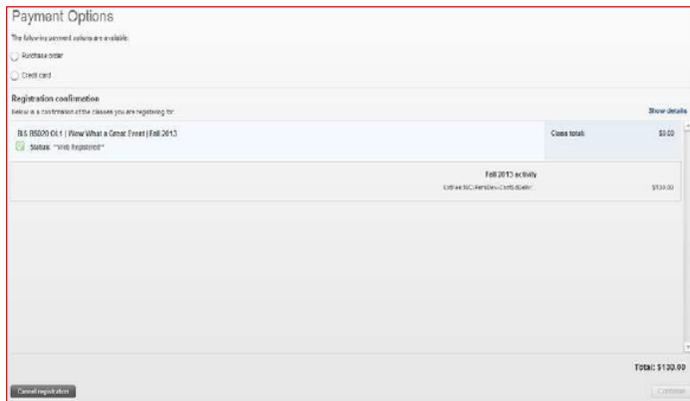
If you know your Net ID and password, select Login to sign in. If you need to check further, select **Cancel**. You will be re-directed to the biographical page where you can re-check what you have entered.





Step 8

Now you will be taken to the **Registration Results** screen. You can still drop a class from your shopping cart at this point. To complete your registration, click on **Proceed to Payment**.



At this point, you need to click through a series of screens indicating that you wish to go ahead, pay, and register for your course(s). After clicking, “**Yes**” on the **External Payment Confirmation** popup screen, you will be redirected to NCCC’s TouchNet Payment gateway.

Amount and Method → **Payment Information** → Submit Payment → Payment Receipt

Description: 01618180-
Wooten,Dezzie

Payment amount: \$130.00

Payment method: Credit or Debit Card

Account Information
*Indicates required fields

*Card account number:
4222222222222222

Continue **Cancel**

Credit or Debit Card - We accept the following credit and debit cards.

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The Connecticut Community Colleges accept Master Card, Vis or Discover Card for credit card payment. On the first screen, enter the credit card information and click “**Continue**” to move on to the next payment screen.

Amount and Method → **Payment Information** → Submit Payment → Payment Receipt

Description: 01618180-
Wooten,Dezzie

Payment amount: \$130.00

Payment method: Credit or Debit Card

Account Information
*Indicates required fields

*Card account number: xxxxxxxx2222
Debit/Visa

*Card expiration date:
01/2011 - 12/2011

*Security code: (What is this?)
123

Cardholder Billing Information
 My billing address is international

*Billing address:
Attywood Street
Billing address line two:

*City:
Newark
*State/Province:
(select one) CT
*Postal code:
07102
*Country:
UNITED STATES
*E-mail: (receipt will be sent to this address)
pvel@klausen@gmail.com

Continue **Cancel**

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Please enter the payment and billing information for the credit card you are using. Required information is indicated by an “*”. Please note that the email entered in the billing information section is where the payment receipt is sent. To submit your transaction details, click the “Continue” button at the bottom of your screen.

Amount and Method → Payment Information → **Submit Payment** → Payment Receipt

Submit Payment

Please review the transaction details, then submit your payment.

Description:	01618180-Wooten,Dezzie
Payment amount:	\$130.00
Payment type:	Credit Card
Card account number:	xxxxxxxxx2222
Name on card:	Dezzie Wooten
Card expiration date:	05/14
Credit card type:	Visa
Billing address:	61 Woodland Street
City:	Hartford
State/Province:	CT
Postal code:	06105
Country:	UNITED STATES
E-mail:	phyllisdueseason@gmail.com

By clicking the "Submit Payment" button below, you are accepting the terms and conditions listed in the [Connecticut Community Colleges Policy Manual Section 6.5.5 Refunds of Tuition and Fees](#).

Submit Payment Cancel Clear

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Details about the Connecticut Community College cancellation and refund policies can be found at:

<http://bor.ct.edu/finance/ccpayment/contacts/refundpolicy.asp>

To complete payment, click the **"Submit Payment"** button at the bottom of your screen. You must complete the payment process to reserve your seat in the course or you will not be registered.

Amount and Method → Payment Information → Submit Payment → **Payment Receipt**

Payment Receipt

1 Your payment in the amount of \$130.00 was successful. A confirmation email was sent to phyllisdueseason@gmail.com. Please print this page for your records, then click Continue to complete your task in progress.

Confirmation number:	20130531000001
Payment date:	Friday, May 31, 2013 3:45:43 PM CDT
Description:	01618180-Wooten,Dezzie
Amount paid:	\$130.00
Paid to:	Connecticut Community Colleges 61 Woodland Street Hartford, CT 06105 http://www.bor.ct.edu/finance/ccpayment/contacts/default.asp
Account number:	xxxxxxxxx2222
Name on card:	Dezzie Wooten
Credit card type:	Visa
Authorization code:	154527
Transaction type:	Purchase
Card not present for this transaction.	

Print Continue

Please print your Payment Receipt for your records.

SO-CreditCardSupport@commnet.edu 4:45 PM (0 minutes ago) ☆ ↶

to me

Thank you for your payment!

This is an automated message to confirm that your payment has been submitted.

Transaction Type -- [01618180-Wooten,Dezzie]
 Payer -- [STUDENT_NAME]
 Amount -- [\$130.00]
 Masked Account Number -- [xxxxxxxx2222]
 Confirmation Number -- [20130531000001]

Please do not reply to this message. For more information, please visit <http://www.commnet.edu>.
 Please do not respond to this email. Please call your college directly if you have any questions. A list of college contacts can be found at <http://www.commnet.edu/contactus.asp>

A confirmation email will be sent to the email address you entered in the billing information section.

You have successfully registered for a non-credit class. Your final invoice will display. You have the option to print it or navigate back to the home page.

Search Summer 2013 for [Advanced Search](#) [Browse by Subject](#) [Register Self Service](#)

Final Invoice

Your registration is complete. Please print this page for your records by clicking the 'Print' button at the bottom right of this screen.
An email confirmation has been sent to the email account provided.

Name: Gosh Locks
Payment method: Credit card
Date: Jun 29, 2015

Schedule

SPIN M7252 01 | Kids Books
Term: Summer 2013 **CEU hours:** 0.000
CRN: 2263 **Grade mode:** Non-Credit
Schedule type: NonCredit **Course level:** AACC Non-Credit
Instructor: STAFF

Start date	End date	Days	Start time	End time	Campus	Building	Room
Jul 26, 2013	Aug 30, 2013	F	8:20 AM	4:00 PM	Main Student Body (CR & No	Main Campus	

Invoice 00002201

SPIN M7252 01 | Kids Books
Class fees:
 EnlFee-MS-PersDev-CenEdDelv \$87.00

Other items
Summer 2013 activity
 PmtWeb Credit Card (Op Fund) -307.00

[Go Back to Home](#) [Print](#)