Step-by-Step Online Registration Instructions

Log into your student portal: [https://myportal.cccs.edu/jsp/misc/schoolLoginNew.jsp?school=pcc](https://myportal.cccs.edu/jsp/misc/schoolLoginNew.jsp?school=pcc)
- Your User ID is your student “S” number (SXXXXXXXX) and is case sensitive and the “S” must be capitalized;
- Enter your password. The FIRST time you login your password will be your birthdate (MMDDYY). You will be required to select a reminder question and to change your password AFTER you successfully login to the portal.

Click on the “Student” tab and scroll down to “Registration Tools”:

Select “Look Up Classes” from “Registration Tools” and select the term you are registering for classes:

Select “Advanced Search” that will allow you to pick a subject area (PSY), class number (101), and campus:
Select the “Subject”, “Course Number”, “Campus” (Pueblo = PCC Orman Campus, Online = PCC CCCOnline & PCC Online Campus), and click on “Section Search”:

You may select the desired section by ‘clicking’ on the empty check box next to the section and then select “Register” or select “Add To Worksheet” if you want to develop a full schedule before finalizing and submitting your registration:

REPEAT EACH OF THE ABOVE STEPS FOR EACH CLASS THAT YOU NEED TO ENROLL.

Please visit with your faculty advisor, or an advisor in the GoZone, to be sure you enroll into the courses that fit within your academic/career/or technical program.