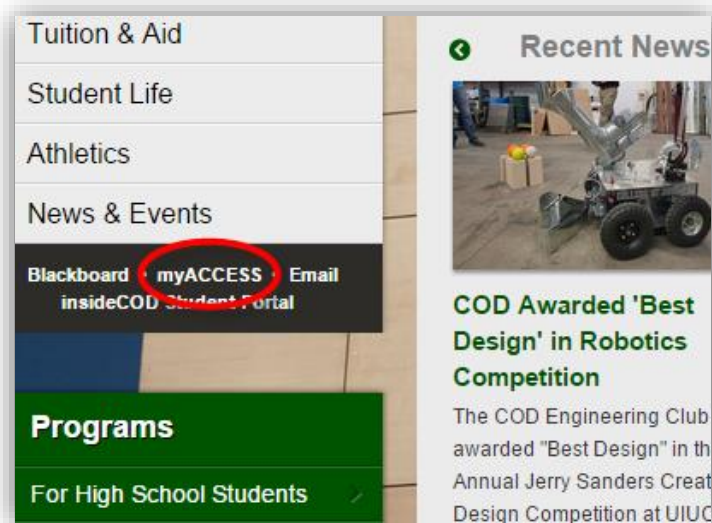


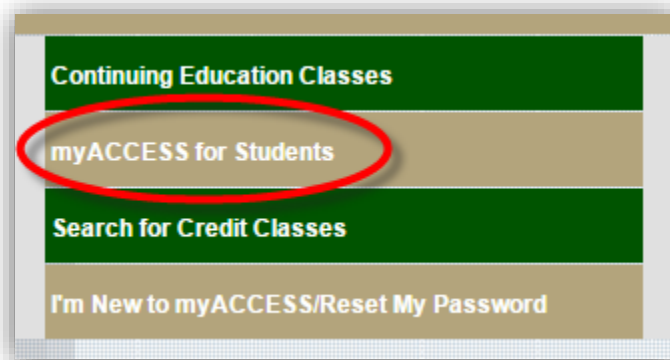
# myACCESS Registration Process

This document provides a step-by-step walkthrough of how to register for TLC courses in myACCESS.

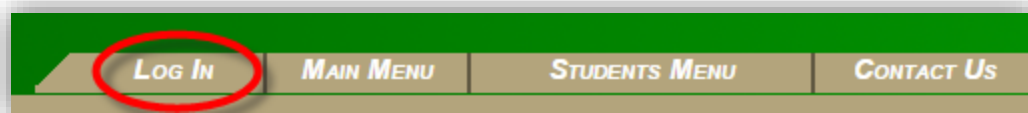
1. Go to **www.cod.edu** and click on **myACCESS**.



2. Select **myACCESS for Students**.



3. Select **Log In**.



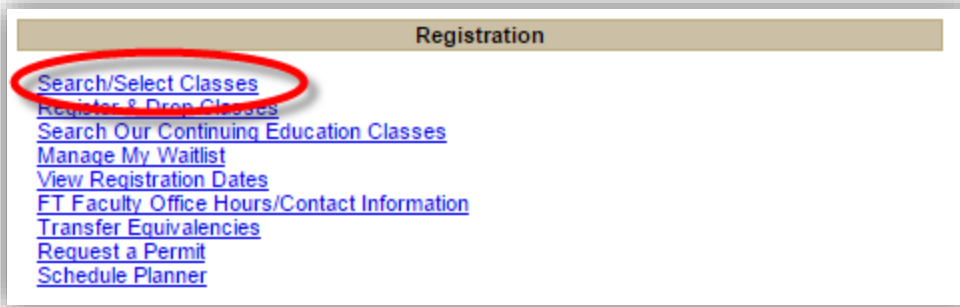
4. Enter your COD **Username** and **Password**.



## myACCESS Registration Process

This document provides a step-by-step walk-through of how to register for TLC courses in myACCESS.

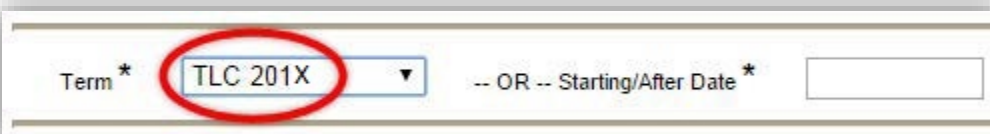
- Under **Registration**, click **Search/Select Classes**.



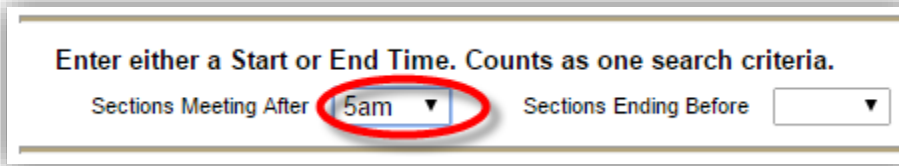
**\*\*myACCESS requires 3 search parameters when searching for classes:**

- Term = TLC 201X (fiscal year)
- Sections Meeting After = 5am
- Location = Main Campus

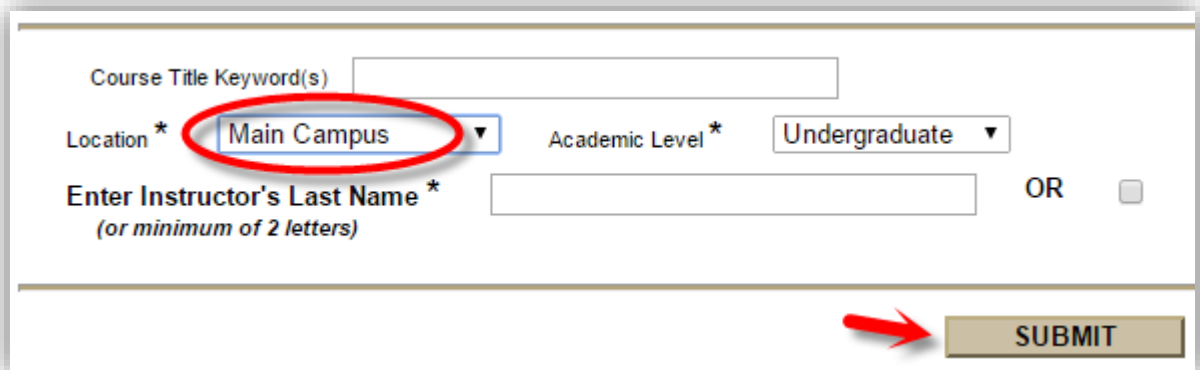
- Once these 3 search criteria are selected, click **SUBMIT** at the bottom of the page.



A screenshot of the search criteria form. The "Term \*" dropdown menu is set to "TLC 201X" and is circled in red. To the right of the dropdown is the text "-- OR -- Starting/After Date \*" followed by an empty text input field.



A screenshot of the search criteria form. The text "Enter either a Start or End Time. Counts as one search criteria." is displayed above the form. The "Sections Meeting After" dropdown menu is set to "5am" and is circled in red. To the right is the text "Sections Ending Before" followed by an empty dropdown menu.



A screenshot of the search criteria form. The "Location \*" dropdown menu is set to "Main Campus" and is circled in red. The "Academic Level \*" dropdown menu is set to "Undergraduate". Below these is the text "Enter Instructor's Last Name \*" followed by an empty text input field and the text "(or minimum of 2 letters)". To the right of the text input field is the text "OR" followed by an unchecked checkbox. At the bottom right of the form is a red arrow pointing to a "SUBMIT" button.

## myACCESS Registration Process

This document provides a step-by-step walk-through of how to register for TLC courses in myACCESS.


7. Select the course you would like to register for by clicking on the gray box in the left column. Then click **SUBMIT** at the bottom of the page.

<input type="checkbox"/>	TLC 201 X	<a href="#">TANDL-0511-006 New Employee Orientation 3</a>	Main Campus	05/26/201X -05/26/201X Seminar Thursday 08:30AM - 10:30AM, Student Resource Center, Room 2030
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8. Verify your contact information and click on the **Accept** box at the bottom left of the page. Then click **SUBMIT**.

By checking the "Accept" box, I agree that the information above is accurate.

Accept

 **SUBMIT**

9. Under **Action**, select **Register**. Then check the **Accept** box at the bottom left of the page and click **SUBMIT**.


<b>Register</b>	201X	<a href="#">Employee Orientation 3</a>	Campus	08:30AM, Student Resource Center, Room 2030
	TLC 201 X	<a href="#">TANDL-0511-006 New Employee Orientation 3</a>	Main Campus	05/26/201X -05/26/201X Seminar Thursday 08:30AM - 10:30AM, Student Resource Center, Room 2030

**\*\* IMPORTANT PAYMENT INFORMATION \*\***

(Please [Click Here](#) for a list payment options.)

I understand and agree as a student enrolled in classes at the College of DuPage, I am responsible for all tuition below confirms I understand I am responsible for the payment of tuition and fees associated with my enrolled classes. I understand it is my necessary action to collect the past-due tuition and fees and, in addition, I may be responsible for paying attorney's fees.

Accept

 **SUBMIT**

# myACCESS Registration Process

This document provides a step-by-step walk-through of how to register for TLC courses in myACCESS.

10. Finally, read the payment terms set by the college and accept by clicking **OK** at the bottom right of the page. **\*All TLC courses are free of charge.**

**Tuition and Fee Payment Options**


Your classes will be dropped for non-payment if you fail to choose one of the following convenient options:

**All Financial Aid recipients must sign up for the Deferred Payment Plan.**

<b>PAY IN FULL BY CASH OR CHECK IN PERSON</b> Please visit the Cashier's Office in the BERG INSTRUCTIONAL CENTER, BIC Room 2525 on the Main Campus in Glen Ellyn at 425 Fawell Boulevard
<b>PAY WITH A CREDIT CARD, DEBIT CARD, OR ELECTRONIC CHECK</b> <a href="#">Pay by Credit or Debit Card or E-Check</a>
<b>PAYMENT PLAN</b> (for students not receiving financial assistance) <a href="#">Payment Plan</a>
<b>ENROLL IN THE DEFERRED PAYMENT PLAN</b> (for students who have filed the FAFSA and expect the balance due to be paid, all or in part, by financial assistance including student loans, or for Veterans receiving tuition benefits) <a href="#">Deferred Payment Plan</a>

If you are planning to file for financial assistance but have not already done so and have questions, please contact:  
Office of Student Financial Assistance at 630-942-2251.

Cashier's Office hours are normally:  
8 a.m. to 7 p.m Monday through Thursday  
8 a.m. to 5 p.m Fridays  
Extended hours are offered on weekends prior to the start of term.  
Please check the website for dates and times.  
Phone: 630-942-2206      Email: cashiers@cod.edu



- The course will now be added to your student schedule. To confirm, go back to the **Main Menu**. Under **Academic Profile**, click **My class schedule**. Then choose the **TLC term** – Ex: TLC 2017.

**Academic Profile**

- [Grades](#)
- [Unofficial Transcript](#)
- [Degree Audit](#)
- [Test Summary](#)
- [Official Transcript Order Form](#)
- [Official Transcript Order Status](#)
- [My educational plan](#)
- [My class schedule](#)
- [My Profile](#)
- [Enrollment Verification](#)
- [Final Exam Schedule](#)
- [Textbook Online Ordering](#)
- [Transfer Equivalencies](#)
- [Transfer Course Summary](#)
- [Student Prerequisites](#)

**Financial Aid**

## My class schedule

Term

**SUBMIT**