Register for class if have your username and password:

Go to url:

www.southwesterncc.edu

Click on mySCC

You will be taken to the mySCC login page

Click on the link for New Account Activation:

You will be taken to the Secured MySCC Activation screen.

Fill in the form including setting your password. Once you have keyed in the secured reCAPTcja code and submitted be patient as your account is activated. You will receive a pop up that will give you your username. Click on the continue and you should now be able to go back to MySCC and use the username and password to login. Then follow instructions at the right to register for your classes.

Please do not hesitate to call for assistance on this if you your not able to generate your username. The help desk information is listed on the MySCC login page.
Once you are logged in to your MySCC account, click on WebAdvisor.

Wait for the system to load ... Once Web Advisor screen is displayed:
Click on Students on right hand side.

On the Current Students screen click on Register and Pay for Continuing Education Classes on left hand side:
1 - Type Key word (example: CJC) or
2 - Type Course Code (example: CJC 3952 to get the In-Service classes) or CJC (for All Law Enforcement Classes) ** Note CJC 3952 is best option for online inservice classes.

3 – If you wish to limit your return type in the Starting dates and Ending date. Example for Online class that you are wishing to take in February you would want to limit your search to 02/01/15 for start date and end date 03/01/15. This will give you all classes within that months range.

Click on Submit

Be patient as classes load

Click in Select box(s) beside the class or classes you wish to take you may select more than one at a time. If you select the wrong class click on the check mark to unselect.
Click on SUBMIT at bottom of page

The next section is not required however, the College appreciates the feedback from this screen.

**CURRENT STUDENTS**

All entries on this form are optional.

<table>
<thead>
<tr>
<th>Course Name and Title</th>
<th>Reason For Taking</th>
<th>How You Learned of This Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>095-500-00823 (2937) Airway Management 6 Tent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click SUBMIT when completed or to skip.

IF YOUR ARE an active Law Enforcement Officer that should have a discount code and payment is being asked of you then you are not in our system and/or you are in our system incorrect. Please call Public Safety Training to resolve the problem. **DO NOT** continue and make payment.
To begin payment process:

From the Choose one of the following drop down arrow
Select Register Now

Payment Type dropdown
Select your card type

You are now at a secured site – enter required information

You must enter a full phone number with no spaces and area code included:
Class Acknowledgement – click OK

You will also receive an email acknowledgement
You are now at a secured site – enter required information