



MADISON COLLEGE
Early College Achievement Program (ECAP)
College & Career Transitions
Creating Your Account and Registering for Class
Rev. 9/29/15

This is a visual guide for high school students registering for early college classes (dual credit, youth options, or youth apprenticeship) courses at Madison College effective **September 29, 2015**.

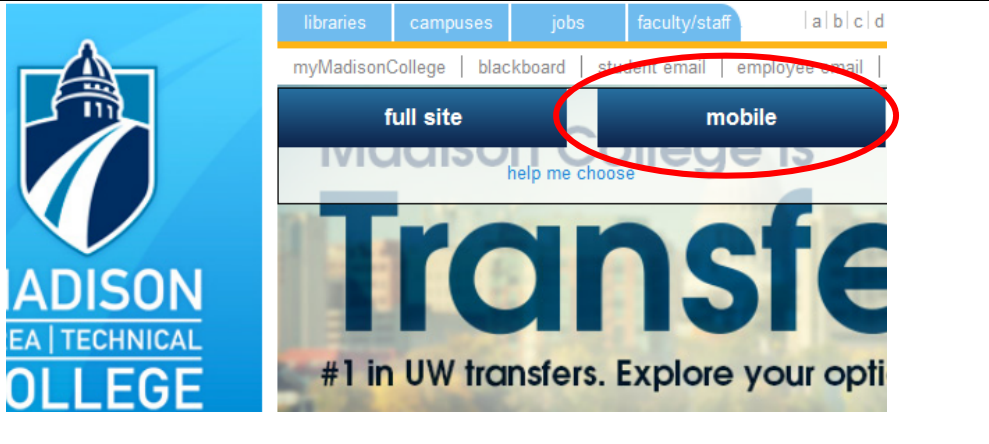
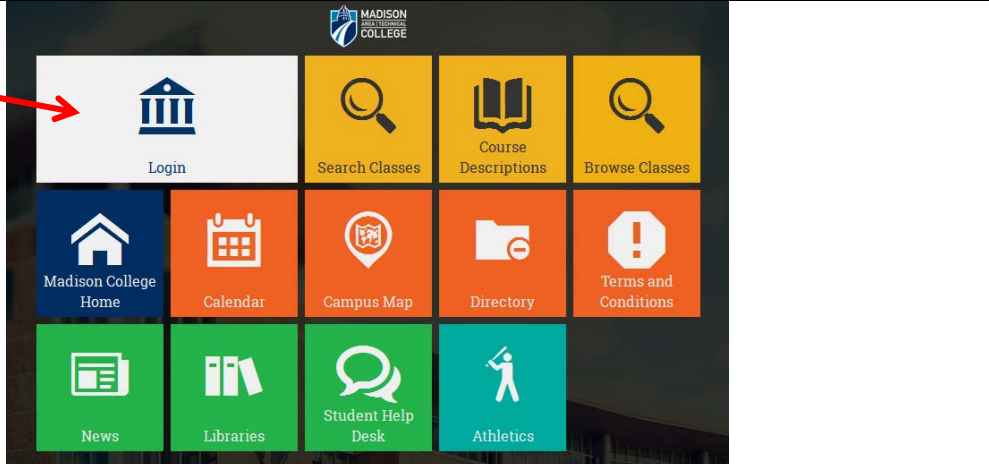
What is the registration process?

In order to register into a Madison College class, students must:

1. Create a student account *online* through our website.
2. Register for class through the myMadisonCollege dashboard (previously the Student Center).

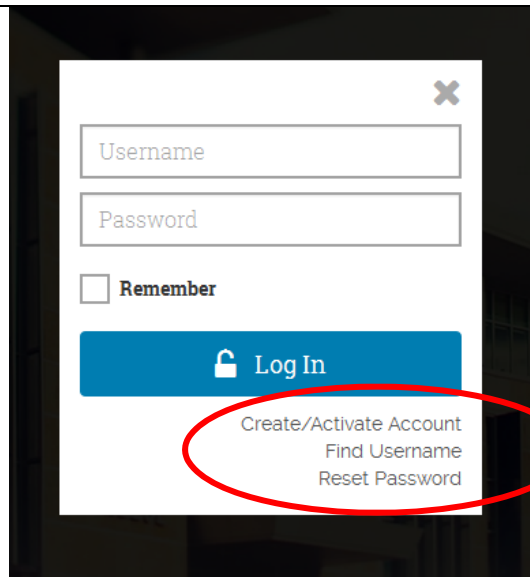
Important notes:

- This process is creating the official student account with the college – use correct capitalization and spelling. Pay attention to the details! It is difficult to correct errors like transposed numbers, incorrect spelling, etc. so slow down and pay attention.
- You will need to remember your student ID number and user name – it stays with you forever! This is your responsibility, not your teacher’s... **Write them down!**

<p>Go to the Madison College homepage. Click on myMadisonCollege and choose the mobile site.</p>	
<p>Click on the login icon</p>	

If you are a brand new student (never taken any class with us), click on the **Create/Activate Account**.

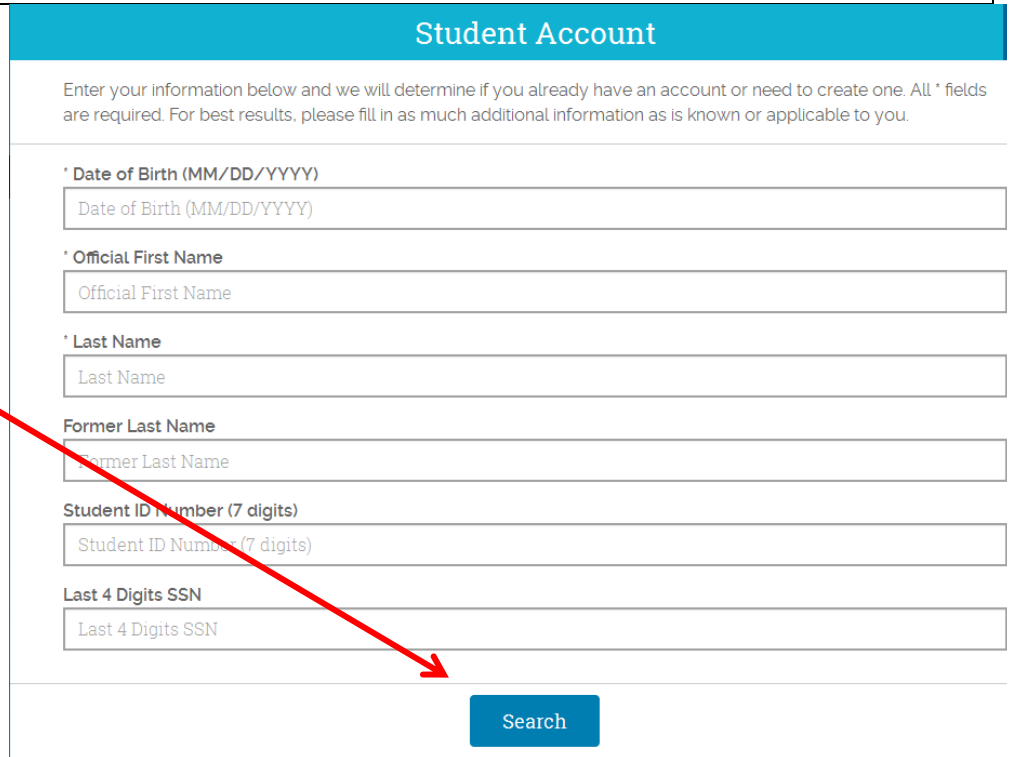
If you have previously taken a class with us but can't remember your student ID number or user name, click **Find Username**.



A screenshot of a login interface. At the top right is a close button (X). Below are two input fields: 'Username' and 'Password'. Underneath is a checkbox labeled 'Remember'. A blue button with a lock icon and the text 'Log In' is positioned below the checkbox. At the bottom, three links are listed: 'Create/Activate Account', 'Find Username', and 'Reset Password'. These three links are enclosed in a red oval.

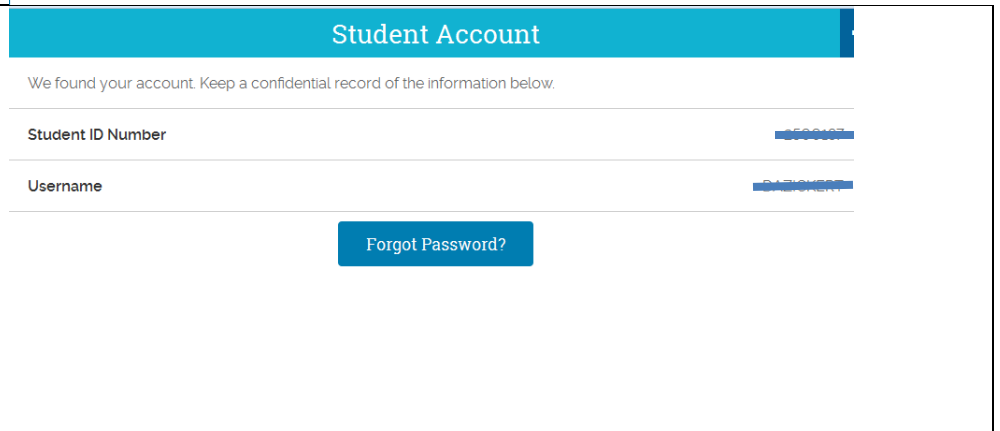
Enter as much information as you can; however, date of birth, legal first (not nickname) and last name are the only required fields.

Click search on the bottom.



A screenshot of a 'Student Account' registration form. The title 'Student Account' is in a blue header. Below the title is a paragraph: 'Enter your information below and we will determine if you already have an account or need to create one. All * fields are required. For best results, please fill in as much additional information as is known or applicable to you.' The form contains several input fields: '* Date of Birth (MM/DD/YYYY)', 'Date of Birth (MM/DD/YYYY)', '* Official First Name', 'Official First Name', '* Last Name', 'Last Name', 'Former Last Name', 'Former Last Name', 'Student ID Number (7 digits)', 'Student ID Number (7 digits)', 'Last 4 Digits SSN', and 'Last 4 Digits SSN'. At the bottom right is a blue 'Search' button. A red arrow points from the text 'Click search on the bottom.' in the adjacent column to this button.

The system searches and if you have a record with us, provides you the student ID number and username.



A screenshot of the 'Student Account' search results page. The title 'Student Account' is in a blue header. Below the title is a message: 'We found your account. Keep a confidential record of the information below.' There are two input fields: 'Student ID Number' and 'Username'. Below these fields is a blue button labeled 'Forgot Password?'.

If no record is found, you will be sent to the following screen:

Click on the bottom button labeled "Create Account".

Student Account

No existing account found. If you believe you have an account revise your search or call [608-246-6210](tel:608-246-6210). Otherwise create an account.

* Date of Birth (MM/DD/YYYY)

07/02/1999

* Official First Name

snow

* Last Name

white

Former Last Name

Former Last Name

Student ID Number (7 digits)

Student ID Number (7 digits)

Last 4 Digits SSN

Last 4 Digits SSN

Revise Search

Create Account

Fill out all the information correctly. Fields with an * are required. Please pay attention and make sure this information is correct.

Student Account

Complete the following to create your account. Required fields are marked with an asterisk *.

Official First Name*

snow

Middle Name

Middle Name

Last Name*

white

Name Suffix

Email Address*

Email Address

Confirm Email Address*

Confirm Email Address

Phone*

Phone

Phone Extension

Phone Extension

Address Line 1*

Address Line 1

Address Line 2

Address Line 2

City*

City

Residency is where you live – not the school you are attending; they may be different.

You have not received any credential yet.

Highest grade achieved is the grade you were in last year.

Click **Continue**.

Follow specific rules for the password.

Your password must be between 10-25 characters and must contain at least one of the three categories below:

- Uppercase letters (A-Z)
- Lowercase letters (a-z)
- Digits (0-9)
- Special characters
- Your password cannot contain your username, first, last, or middle name

Check I agree and click **Create Account**

State*
Nothing selected

Zip Code*
Zip Code

Date of Birth (MM/DD/YYYY)*
07/02/1999

Gender*
Nothing selected

SSN
Social Security Number (SSN) is required for financial aid and 1098T purposes. Your financial aid and tax reporting documents will be unavailable without your SSN. (SSN is used for record keeping and statistical purposes only and is kept in strict confidence).
SSN

Ethnicity/Race*
Nothing selected

Residency*
Nothing selected

Highest Education Credential Received*
Nothing selected

Highest Grade Achieved*
Nothing selected

[Continue](#)

Student Account

Complete the following to configure your new Madison College account.

Create Password* ([Password Requirements](#))
Password

Confirm Password*
Confirm Password

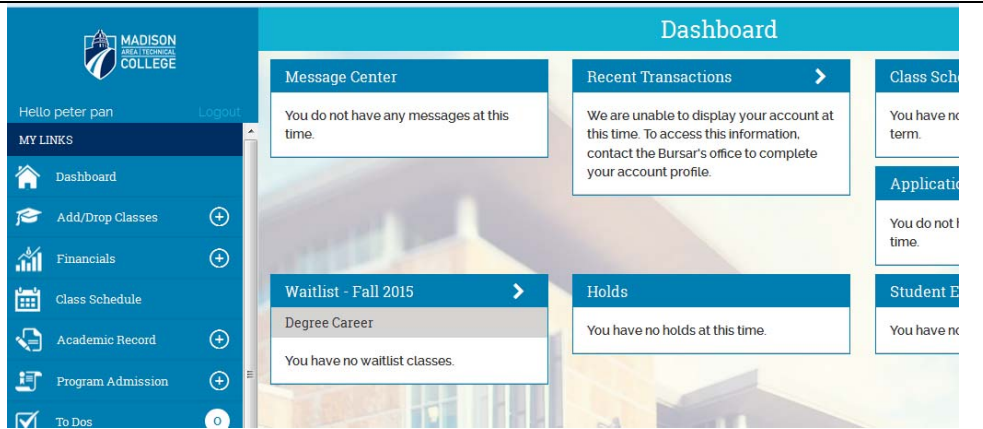
Password Recovery Question*
Nothing selected

Password Recovery Answer*
Password Recovery Answer

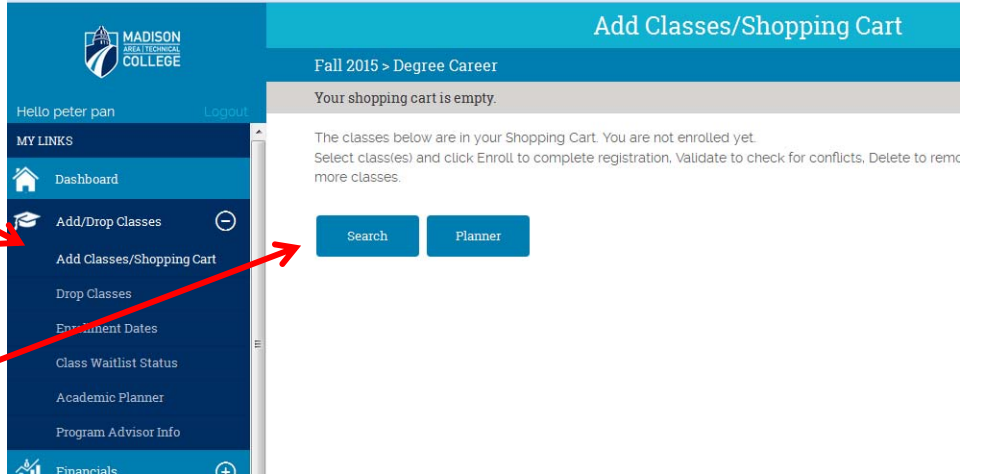
I agree to the Madison College [User Access Agreement](#).

[Create Account](#)

You will be taken to the Dashboard screen (used to be the Student Center)

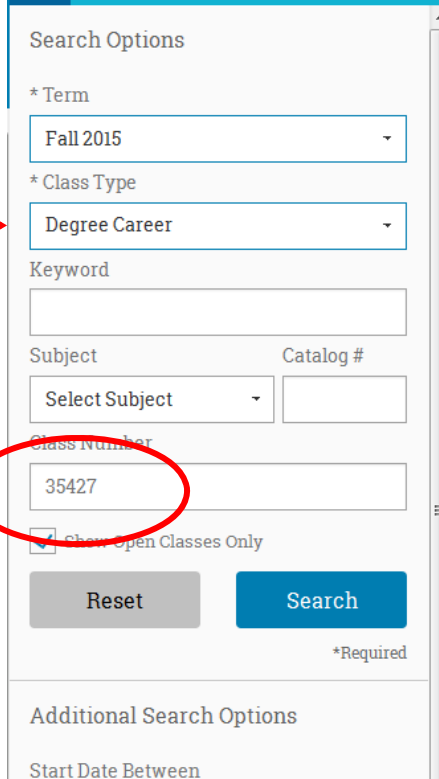


Click on **Add/Drop** classes and then **Add Classes/Shopping Cart**.



Click on the **search** button to add classes

Choose degree career, enter the five-digit class number, and click **Search**.



The next screen will confirm the class information.

Search Classes

Search Options

* Term
Fall 2015

* Class Type
Degree Career

Keyword

Subject Catalog #
Select Subject

Class Number
35427

Show Open Classes Only

Reset Search

*Required

1 Class Found

007 10007110 - Biotechnology Applications

Section: 0901-LEC (35427)
Session: General Session
Days/Times: MoWeFr 8:00am - 8:50am
Dates: 08/31/2015 - 06/24/2016
Instructor: Michelle Bartman
Status: Open

Click the **Add to Cart** button

Class Actions

Add to Planner Add to Cart Share

Class Details

Instructor(s)

Meets

You're not done yet!

If you have more classes in which you want to register, you can click search and repeat the steps or click on **Enroll** (or **Select All**) to finish the registration process.

Fall 2015-2016 > Degree Career

The classes below are in your Shopping Cart. You are not enrolled yet
Select class(es) and click Enroll to complete registration. Validate to check for conflicts. Delete to remove from Search to find more classes.

Search Planner Validate Enroll Delete Select All

Filter items...

Shopping Cart Classes

Biotechnology Applications
007 10007110-0901 (35427)
Days/Times: MoWeFr 8:00 am - 8:50 am
Room: Baraboo High School-Dual Credit
Instructor: Michelle Bartman
Units: 1
Status: Open

Click on the [Terms and Conditions](#) link and read the information.

Then click on the blue **Enroll** button.

The screenshot shows the 'Add Classes/Shopping Cart' page. A modal window titled 'Review Enrollment Terms and Conditions' is displayed. The modal contains the text: 'Wait! Before confirming enrollment, please review the [Terms and Conditions](#).' Below the text are two buttons: a blue 'Enroll' button and a red 'Decline' button.

You will receive a confirmation screen and you're done!

The screenshot shows the 'View Results' page. It features a blue header with the text 'View Results'. Below the header is a section titled 'Results' which displays a green checkmark followed by the text '007 10007110'. A success message reads: 'Success: This class has been added to your schedule.' At the bottom right of the page is a blue 'Okay' button.