

Online Registration Instructions

1. Click on the MyMercer icon at the top right of the screen.

The screenshot shows the MyMercer website header with the college logo (50th anniversary 1966-2016) and navigation menu. The main content area features the "Summer MedX Academy" registration page for August 7-25, 2017. It includes details about the location (Mercer County Community College), tuition (\$1,750), and application process. A contact form with fields for "Full Name" and "Email" is present. A large image shows three healthcare professionals, and a banner below it reads "Summer MedX Academy High School Juniors and Seniors: Are You Thinking About a Career in Healthcare? Learn About Careers in Healthcare From Licensed Medical Practitioners!".

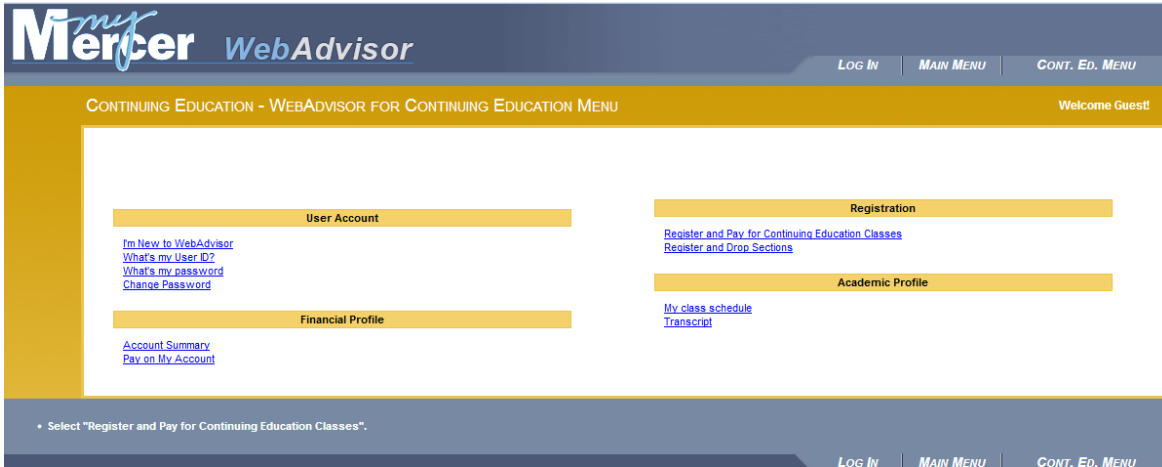
The Summer MedX Academy will provide a unique introduction to a variety of medical professions. This collaborative program between Mercer County

2. Select "Log In" under Continuing Studies Students

The screenshot shows the MyMercer Portal with three main sections: "CREDIT STUDENTS", "CONTINUING STUDIES STUDENTS", and "FACULTY & STAFF". The "CREDIT STUDENTS" section includes "Apply for Admission" and "View Courses" options, along with a "REGISTER NOW! SUMMER Session 2017" banner and a login form with fields for "Username: studentfirstname.lastname" and "Password: birthdate (mmddyy)". The "CONTINUING STUDIES STUDENTS" section features a "Browse and Register Online for Noncredit Classes" banner with a "LOGIN" button. The "FACULTY & STAFF" section also has a "LOGIN" button. Each section includes a "NEED HELP?" link.

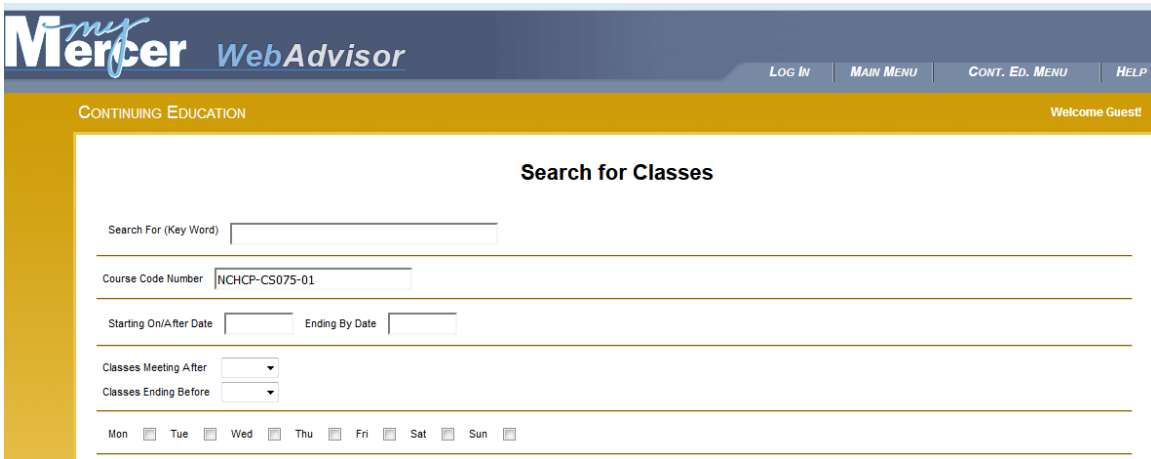
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3. Click "Register and Pay for Continuing Education Classes"



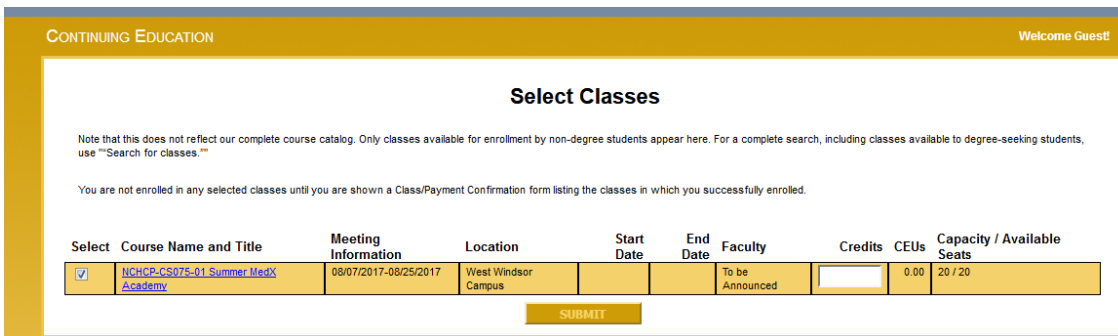
The screenshot shows the Mercer WebAdvisor interface for Continuing Education. The header includes the Mercer logo and navigation links for LOG IN, MAIN MENU, and CONT. ED. MENU. The main content area is titled "CONTINUING EDUCATION - WEBADVISOR FOR CONTINUING EDUCATION MENU" and includes a "Welcome Guest!" message. There are four main sections: "User Account" with links for "I'm New to WebAdvisor", "What's my User ID?", "What's my password", and "Change Password"; "Financial Profile" with links for "Account Summary" and "Pay on My Account"; "Registration" with links for "Register and Pay for Continuing Education Classes" and "Register and Drop Sections"; and "Academic Profile" with links for "My class schedule" and "Transcript". A footer note says "Select 'Register and Pay for Continuing Education Classes'".

4. Enter Course Code Number: NCHCP-CS075-01



The screenshot shows the "Search for Classes" form in Mercer WebAdvisor. The header includes the Mercer logo and navigation links for LOG IN, MAIN MENU, CONT. ED. MENU, and HELP. The main content area is titled "CONTINUING EDUCATION" and includes a "Welcome Guest!" message. The form fields are: "Search For (Key Word)" (empty), "Course Code Number" (filled with "NCHCP-CS075-01"), "Starting On/After Date" (empty), "Ending By Date" (empty), "Classes Meeting After" (dropdown menu), "Classes Ending Before" (dropdown menu), and a row of checkboxes for days of the week: Mon, Tue, Wed, Thu, Fri, Sat, Sun.

5. Check Box and "Submit"



The screenshot shows the "Select Classes" table in Mercer WebAdvisor. The header includes the Mercer logo and navigation links for LOG IN, MAIN MENU, CONT. ED. MENU, and HELP. The main content area is titled "CONTINUING EDUCATION" and includes a "Welcome Guest!" message. The table has the following columns: Select, Course Name and Title, Meeting Information, Location, Start Date, End Date, Faculty, Credits, CEUs, and Capacity / Available Seats. The first row is selected with a checkmark in the "Select" column. Below the table is a "SUBMIT" button.

Select	Course Name and Title	Meeting Information	Location	Start Date	End Date	Faculty	Credits	CEUs	Capacity / Available Seats
<input checked="" type="checkbox"/>	NCHCP-CS075-01 Summer MedX Academy	08/07/2017-08/25/2017	West Windsor Campus			To be Announced		0.00	20 / 20

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6. Complete Registration Information

CONTINUING EDUCATION Welcome Guest!

Personal Identification

* = Required

Prefix

First Name+ Middle Name Last Name+

Suffix

SSN

E-mail Address+

Mailing Address Line 1+

Mailing Address Line 2

City+ State+ Zip

County

Country (only if foreign)

Phone Number	Extension	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you Hispanic or Latino? Yes No

Select One or More Races

Birth Date+

Gender

Citizenship Country+

YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I am the person described above, and that the information presented here is correct to the best of my knowledge.

SUBMIT

7. Process Payment

Mercer WebAdvisor LOG IN | MAIN MENU | CONT. ED. MENU | HELP

CONTINUING EDUCATION Welcome Guest!

Pay for Classes

NOTE: Your credit card will be charged if you select "Register now (check out)."

Before you register, you can remove a class from this list by checking the "Remove" box on the right and selecting "Recalculate total amount."

* = Required

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location	Remove
1,750.00	NCHCP-CS075-01 Summer MedX Academy	08/07/2017-08/25/2017			To be Announced		0.00	West Windsor Campus	<input type="checkbox"/>

Total Amount Due 1,750.00

Choose one of the following:

Select a payment method to complete registration (check out)

Payment Type

American Express
Discover
Mastercard
Visa
Electronic Check

SUBMIT

• Review and verify your choice of class before you click the "Register now" screen
• Submit

LOG IN | MAIN MENU | CONT. ED. MENU | HELP

WebAdvisor 3.1
POWERED BY ANGEL