Select the My Mercer Portal link on the College’s web site or visit www.mccc.edu/mymercer. Select the Register for Classes for Summer 2013 Login link.

To log into the My Mercer Portal enter student\username. Your username is your first name.lastname (# if needed). Your password is your birthdate in the format MMDDYY. For example:

Username - Jane.Smith  
Password - 021989

Your name is Jane Smith
Your birthday is February 19, 1989

Click OK.
Select the Web Advisor for Students menu option.

Select the Registration menu option.
From the Registration menu, select Register for Sections, then select Search and Register for Classes.

You can search on a number of criteria. A minimum of two criteria need to be included in your search, which one must include either the Term or Dates. You can also search on the day of the week, location of campus and keywords. Click SUBMIT.
The results of your search will display. Select the class you wish to register for and click SUBMIT.

Select from the Action drop down menu, Register. Click SUBMIT.
A message will appear that your request (s) has been process. Select OK.

The following request(s) have been processed:

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Pass/ Fail Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2013</td>
<td>Registered for this section</td>
<td></td>
<td>ACC-111-010 Prin of Financial Accounting</td>
<td>05/29/2013-07/22/2013 Lecture Monday</td>
<td>To be Announced</td>
<td>4.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Here are all of the sections for which you are currently registered:

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2013</td>
<td></td>
<td>ACC-111-010 Prin of Financial Accounting</td>
<td>05/29/2013-07/22/2013 Lecture Monday, Wednesday 09:00AM - 12:20PM, Room to be Announced</td>
<td>To be Announced</td>
<td>4.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Here are all of the sections for which you are waitlisted (not registered):

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
</table>

The next step in your registration process is to Make a Payment, under the Student Financial Info Menu. You can pay using a credit card or Pay on a Payment Plan. Click SUBMIT to complete your transaction.
The Academic Profile Menu provides you with access to your grades, your class schedule, and your profile. The profile includes your new Student ID and your email address among other information.

To log out of the My Mercer Portal, select your name in the upper right hand corner and select Sign Out.
To complete your sign out procedure and ensure security of your information, close the browser. If you are on a public computer, it is recommended that you reboot the computer.

PLEASE NOTE: AFTER THE START OF THE TERM, YOU CANNOT DROP OR ADD CLASSES ONLINE USING THE MY MERCER PORTAL AND WEB ADVISOR. YOU WILL NEED TO COME IN OR CONTACT ENROLLMENT SERVICES.