

Web Registration Instructions

- 1 Access website: www.gtc-web.org
- 2 New Students: **Select Enter Student/Faculty Secure Area**
Username: FLLLLLLXXXX (F = First Initial, L=first 6 of last name, XXXX=last four digits of student 900 number). *Example: My name is Sam Johnson 900001234. The username would be sjohnso1234.*
Password: gtcMMDDYY – gtc + six digit birthdate (example: gtc060688)
- 3 Current Students: Login and PIN are the same as your email login and password.
- 4 Select **Student Services & Financial Aid**
- 5 Select **Registration**
- 6 Select **Register for Classes**
- 7 Highlight the appropriate subject in the scroll down box. *For example, if you are looking for ENGL 1101, you will highlight English.*
- 8 Click on **Section Search**. Choose the desired course by clicking the check box in the left hand column.

Pay attention to the date column – full semester or half-semester

Term A: full-term, 16-week course, August-December or January-May

Term B: first 8 weeks, August-September or January-February

Term C: second 8 weeks, October-December or March-May

Pay attention to the CMP column for campus location

1: represents courses offered at Gwinnett Tech's Lawrenceville campus

NF: represents courses offered at Gwinnett Tech's Alpharetta-North Fulton campus

- 9 Click **Register**
- 10 **View your schedule**
 - Make changes if necessary using the pull down action block then make sure to click on the **Submit Changes** button.
 - Refer to the **What Ifs** regarding error messages
- 11 Click **Menu** button at top right corner to return to **Registration Menu**
Scroll down to and open **Registration Fee Assessment**
 - Pay by credit card online or in person by the deadline indicated
 - Select **Student Detail Schedule** from the link at the bottom of the Fee Assessment screen
 - Print your schedule from this screen
- 12 Verify your address, phone number, and email on the personal information screen
 - Submit changes as necessary to webcentral@GwinnettTech.edu
 - All students are assigned Gwinnett Tech email accounts within one business day of initial registration.
 - You may view your email address in the **Personal Information** section.
- 13 **Problems?** Contact the Student Help Desk at 770-962-7580.

Gwinnett Tech is committed to meeting the Information and Communication Technology (ICT) Standards and Guidelines stated in Section 508 and the technical standards. Please report any accessibility issues to your instructor, or contact Lisa Richardson at 678-226-6691 or LRichardson@GwinnettTech.edu. Equal Opportunity Institution.