

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.*
- 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.