Fox Valley TECHNICAL COLLEGE — Knowledge That Works

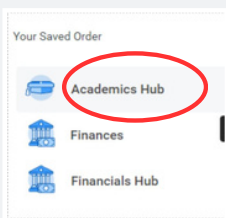# How to register for classes in

your MyFVTC account

Step 1
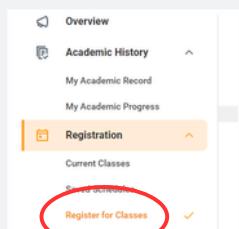After logging in to Workday (MyFVTC), click on "Menu" in the top left corner.

Step 2
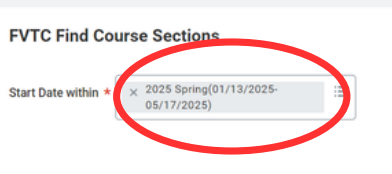Click on your "Academics Hub"

Step 3
Under "Registration" click on "Register for Classes"

Step 4
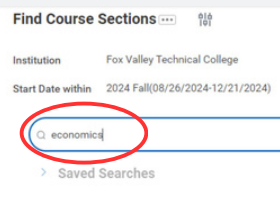Under "Start Date Within" select the term you are searching for.

Select "OK" on the bottom right

Step 5
Use the search bar to begin typing in the class you are looking for. You can search for a class by title or by catalog number.
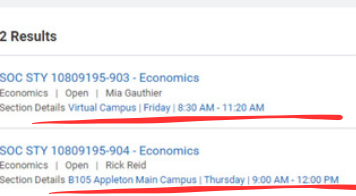
Select "Search" or press enter.

Step 6
The course section options will show up for the class that you are searching.

Select the section based on the day/time and modality that you prefer.
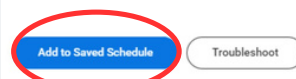
Step 7
Click "Troubleshoot" to confirm your eligibility

Click "Register"
OR
If you are not within your time to register for classes, you can click "Add to Saved Schedule" to create a shopping cart.
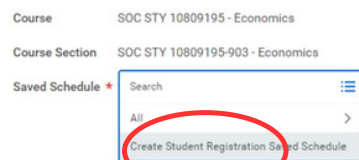

You found your classes... Now what?

If you are not within your registration period, you can still add classes to a "Saved Schedule" (like a shopping cart) so that you can enroll when your window opens!

Step 1
After you have found your course and clicked "Add to Saved Schedule" you will be prompted to "Create Student Registration Saved Schedule"

Step 2
Create a name for your saved schedule

You should use the term and year that you are creating this for so that you can easily find this schedule in the future
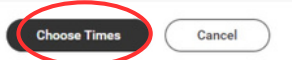
Step 3
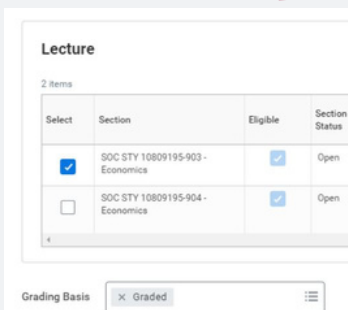Click "OK" at the bottom

Select "Choose Times"

Step 4
The course section that you selected before will already be selected here, but you also have the option to swap to another day/time

Leave the "Grading Basis" as it defaults for the section you chose

Click "OK"

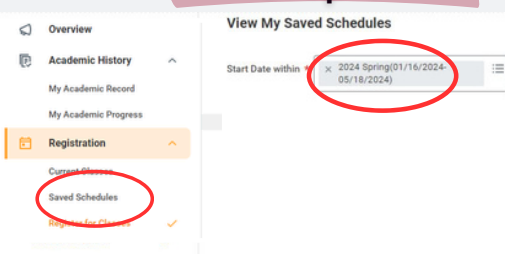Click "Done." This class has now been saved to your schedule

When your registration period opens:

Step 5
Find the saved schedule that you created in your "Academics Hub"
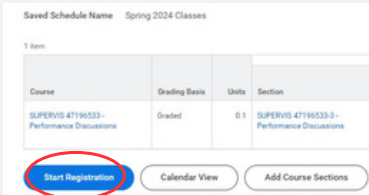
Under "Registration" click on "Saved Schedules"

Search for the term you are looking for and click "OK"

Step 6
Make sure all information is correct and the classes you have selected are still listed as "Open"

Click "Start Registration"

Step 7
If everything appears accurate, click "Register" at the bottom

You will receive a notice of Successful Registrations and will have the option to "View Registered Courses" or "View Student Account"