

# Quick Guide to your MyFVTC Account

Everything you need in your MyFVTC Account can be accessed from the **Home** page. You can select Home from anywhere in the site to return here.

The most frequently used activities are highlighted in yellow.

## To Register for Classes (see the Enrollment section)

1. Start by checking your **Enrollment Appointment**.
2. Return to the **Home** page and select **Add Classes**.
3. Confirm that the correct term is displaying. If necessary, select **Change Term**.
4. If you know the class number:
  - a. Type the class number in the **Class Nbr** field.
  - b. Click **Enter**.
  - c. Click **Next**.
  - d. Verify that you've chosen the correct class.
  - e. Click **Next**. The class will be added to your **Shopping Cart**.

If you do not know the **Class Nbr**:

- a. Click the green **Search** button.
  - b. Search for the class by **Course Title Keyword** (name of the class) and **Campus**.
  - c. When you've found the correct class, click the **Select Class** button. (If no **Select Class** button appears, the class has already started and it's too late to register.)
  - d. Click **Next**.
  - e. Verify that you've chosen the correct class.
  - f. Click **Next**. The class will be added to your **Shopping Cart**.
5. When all of your classes have been added to the Shopping Cart, click **Proceed to Step 2 of 3**.
  6. Click **Finish Enrolling**.
  7. Click **OK**.
  8. You may be asked for information that is required by the State of Wisconsin. Click the Lookup buttons to select appropriate responses.
  9. If the Status is **Success**, you are enrolled in the class. If the Status is **Error**, you have NOT been enrolled. View the message to the left for more information.
  10. Click **My Class Schedule**.
  11. Click **Print Study List**.
  12. Click **Print**.