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.