

# Login & Registration Instructions

*Problems Call: 909-384-4401*

- 1** Enter your username (www.valleycollege.edu/myuserid)  
Go to WebAdvisor and click "Log In"
  - Enter your Username (www.valleycollege.edu/whatsmyid)
  - Enter your temporary case sensitive password (TempMMDDYY = 6 digit date of birth - MMDDYY)
  - Create a new password using website Instructions
- 2** Click Current Student Box Using Website Instructions
- 3** Click Registration >> Register & Drop Classes >> Search & Register for Classes
- 4** Choose your task - see below (Search & Register or Express Registration - Add with A Web Code - Drop a Class)
- 5** **PAY YOUR FEES IN WEBADVISOR THE SAME DAY YOU REGISTER FOR A CLASS! After adding a class WebAdvisor takes you to Make A Payment.**
  - Online (Visa/MC/~~Discover~~)
  - In-Person AD/SS-100
  - Do Not Use on campus Drop Box for payments

**PRINT REGISTRATION STATEMENT & LOGOUT!**

## Search/Register For Classes

*(Fill only the following fields)*

TERM: (Ex. Spring 2014)  
Subject: (Ex. English)  
Course Number: (Ex. 101)  
Location: (Ex. San Bernardino Valley College)

Select Action: (Register, Waitlist,  
Remove from List)  
CLICK >>> Submit  
CLICK >>> OK

**Pay Registration Fees**

## Add With A Web Code

*(Express Registration)*

**Fill all fields**

Reference #  
Subject Course #  
Section #  
Term  
CLICK >>>> Submit

SELECT Action: Register  
ENTER: Web Code  
CLICK >>> Submit  
CLICK >>> OK

**Pay Registration Fees**

## Drop A Class

SELECT: Register & Drop Classes  
CHECKMARK: Drop  
SELECT: Drop Reason  
CLICK >>> Submit

**Confirm** your drop by viewing your Student Registration Statement.

**NOTE:** A "Closed Class" explains your selection is now a full class (Enrollment is not allowed without authorization). A student may try to add to the WaitList. Once added to the Waitlist monitor your student email for your 48Hr Notification to register.

**Payment is due on the day you register for a class or you may be dropped from all classes selected in this web session. When dropped for non-payment, your space becomes available to other students on the waitlist. See [Waitlist FAQ's](#).**

