This is a step-by-step of what you need to do to register for John's Exercise Class. The target audience is people who have previously been in John's class but they've never before registered on-line, and he has provided a student ID number. I hope the rest of you will be able to fumble your way through it with success.

Also, I just found out either these instructions are a little out of date, or I inadvertently clipped a part out of the video.

The actual class title of the class is *Body Dynamics and the Aging Process*

The Course Number is   NC-34-E2

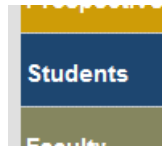Write down your Student ID here. That will be two lower case letters: the first letter of your first name and the first letter of your last name. Then it's the 7 digit student ID number John gave you. Example, for Mary Roach, the number John gave her is 0123456; her user ID is mr0123456. If you don't have a number from John, but you have attended some other class at SWCCD, watch this video (it's a minute long), do what the video says, and then write down that number in that space.

http://www.ladybugsrule.net/HT_SW_RetrieveUID.html

If you know you changed your password at SWCCD within the last 2 weeks, write it down in the red box below, then follow the directions below through step 3, and then skip to step 13.

Write down your temporary password here. Your temporary is the first letter of your first name in upper case. Then the first letter of your last name in lower case. Then your birthday as a 6 digit number with no punctuation in the format MMDDYY. Example John Doe was born on March 2nd, 1947. His temporary password is Jd030247.

1.   Click on this link: https://webadvisor.swccd.edu

2.   On the right side of the page, click on Students

3.   If the top of the page (below the header) says "Just looking for available sections and not registering? Search for Sections" then you've already set up your MySWC account. Skip down to step 13.

4.   If the top of your page (below the header) says "Log In", scroll down to the big dark red arrow pointing down below and enter your username and password and click Submit.

5.   If you get the same page back with the message in red "You entered an invalid username or password. Please try again." If you're not absolutely sure you typed both correctly, try again.

6.   If you're sure you've typed them correctly, it just means you haven't set up your MySWC Account yet, so we'll do that now.

7.   Near the top is a sentence "If you have not set up …. visit the MySWC Info Site for help.…" Click the mySWCC Info Site link in that sentence. After you go to the next page,

8.   Scroll down the page to the dark red button that says "Setup MySWC Account" and click that button, which will take you to another page.

9.   Scroll down to where it says "step-by-step Instructions" and click the link in "1. Go to sso.swccd.edu".

10.   That takes you to a screen looks like it's the same as the screen in step 4, but a parameter has been set now, so go ahead and enter your User ID and Password yet again.

11.   That takes you to a screen that says in red "you entered an invalid …" Ignore that! The top of the page should say "Change Password". If it does, you are in the right place!

12.   Enter your user ID again and the password you just used. Make up a new password and write it down.
Type it into the next box on the screen again. Also put in a hint that can be

used to remind you if you forget it, like "aunt's maiden name" or whatever you used. Click Submit

13. We're back to another screen you've already seen. Click Students again.

14. Do NOT click on Search classes here (we'll Search later). If you click on it here, you will wind up in Computer Hell and you'll never get out. Your great-grandchildren will grow up and get married before you can find your way out of here, and you will have missed the wedding.

15. In the second section (Registration) click "Register for Classes".

16. NOW click "Search and register for sections." This takes you to

17. "Search / Register for Sections". The first box is Term. Click the **V** on the right side of that box and select Summer 2020.

18. Down near the bottom, in Instructor's last name, type "Acosta". Click the button Submit.

19. You should get several results, 4 or 5 or 6. The screen should say "Section Selection Results" at the top. Make sure there is a column called select on the far left of each line with a checkbox in it. If there is not, you wound up in Computer hell despite my best efforts. Close your browser and start over with step 1 (the good news is you'll get to skip steps 3 – 12).

20. Look for the ones where the Section Name and Title starts with NC-34-E**2** and click on the checkbox for that class, then click the button Submit.

21. The next screen looks so similar, I got confused at first, but it says Register and Drop Sections at the top. I cut all my confusion out of the video.

22. Double-check the top entry to make sure it came back with the right class. It should have in the Term column "summer 2020", Section Name should be "NC-34-E2 Body Dynamics...", Meeting Information should have the time "11:00AM – 11:50AM" and Faculty should be "J. Acosta".

23. Assuming that is correct, at the far left under Action, click the V and select "Register", then click the button Submit.

24. You'll get a screen "Registration Results". About the third paragraph down is a little checkbox that says "Uncheck this box if you would like to opt out of this fee. Unless you want to pay SWCCD $2, make sure this box is **not** checked. I'd be happy to give them the $2, but it's not worth the aggravation of having to make the payment. I think I got it backwards on the video. Click Next.

25. The next page says "An electronic acknowledgement of this event has been mailed to myuserid@swccd.edu" That actually never happened, and for the couple of people I've talked to who successfully registered, that never happened for them, either.
26. Click the button at the bottom of the page "Next".
27. You'll get a page "WEB Registration Statement".
28. Click the icon for the Printer to print the page.
29. Click the button at the bottom "Return to Menu". You're done. Send John an email that you successfully registered. His email is jdacosta98@hotmail.com Then go take some aspirin and take a nap.