

# INSTRUCTIONS FOR TEMPLE COLLEGE

## WEB REGISTRATION

1. Visit [www.templejc.edu](http://www.templejc.edu). Click on 'Connect,' which is located in the upper left-hand corner of the webpage. Then select 'TConnect' from the drop-down menu.
2. Click on 'LOG IN' at the top right of the screen.
3. Enter your user name and password.  
Your user ID is your last name, first initial of your first name, and the last three digits of your student ID (example: smitha123).  
*First time users:* Your 6 digit password is your birthdate using a MMDDYY format.  
*Returning users:* Enter the password that you created after the first time you logged into TConnect.  
*Forgot your password:* Click on 'Main Menu' in the top right corner. Then select 'Click Here' for either the 'Forgot your TConnect' or 'Reset your TConnect Password.'
4. Once you have logged in, click on 'TConnect for Students' located on the right side of the screen towards the middle.
5. Click on 'Register for and/or Drop Classes' under the 'Registration' section of the student's menu, located on the right side of the screen towards the middle.
6. Choose one option of the four available, then click submit.  
NOTE: If you only want to see all available course dates and times, choose 'Option 1.'
7. Select the term you would like to register for (example: FALL 2017).  
*To View the full Schedule:* Leave the subjects tab blank so that you may view the entire list of courses available. Then click 'Submit.'  
*To View Specific Subjects:* Select the subjects you would like to search for and click 'Submit.'  
The courses available for the term will appear on the following screen. You have the option to view the course name, instructor name, instruction method, along with the dates and times.
8. Select the box for the class that you want to register for then scroll to the bottom and click 'Submit' or hit the enter key on your keyboard.
9. You will now be in the 'Register and Drop Sections' screen. The course you selected will appear and to the left of it will be an 'Actions' tab. Click the dropdown box and select 'Register' then scroll down and click 'Submit.'
10. The 'Registration Results' displays a confirmation of your registration. You will also receive a confirmation email.
11. To view and/or print your registration statement, please return to the student menu and click on 'Registration Statement' under 'Account Information.' Select the term (example FALL 2017) and click submit.