



GETTING STARTED

STUDENT GUIDE TO SETTING UP HCC ACCOUNTS

785-442-6170 | hconline@highlandcc.edu

1. APPLY FOR ADMISSIONS

- Go to the Admissions tab
- Select **Apply Now** from the drop down menu
- Apply using the appropriate application

Note: Students who have not been enrolled for 12+ months must reapply for admission to re-enroll



Login information and an acceptance letters will be sent to email addresses provided in student applications for admissions within 2-5 business days.

2. ACCESS YOUR HCC ACCOUNT

- Visit highlandcc.edu
- Select **Login** from the top of the main HCC page
- Sign in using your temporary password

Check your personal email for your username and temporary password. Never got one? Select "Forgot MyHCC password" for steps to reset it.

*You may be asked for a Network Password. Re-enter your HCC username and password.

Forgot Password

Username

Personal Email

Confirm Email

Date of Birth

username is **lastname.firstname**

submit to reset your password

3. EXPLORE YOUR HCC APPS

When you first log in, you will access **Classlink**, where all Highland apps are stored in one spot. Download the **Classlink** app on your mobile device for quick and easy access to your account!

MYHCC

Search for classes, enroll, make payments, view unofficial transcripts and more!

CANVAS

Where students can view coursework and submit homework.

WORD, EXCEL, & POWERPOINT

All HCC students can access Microsoft Office programs online or download to their desktop.

EMAIL

Log in to your HCC email. Instructors and HCC staff will be primarily emailing this account.



ENROLLMENT DIRECTIONS

STUDENT GUIDE TO SELF-ENROLLING IN MYHCC

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- Log in using your HCC credentials

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- Select the MyHCC Application

Download the ClassLink App



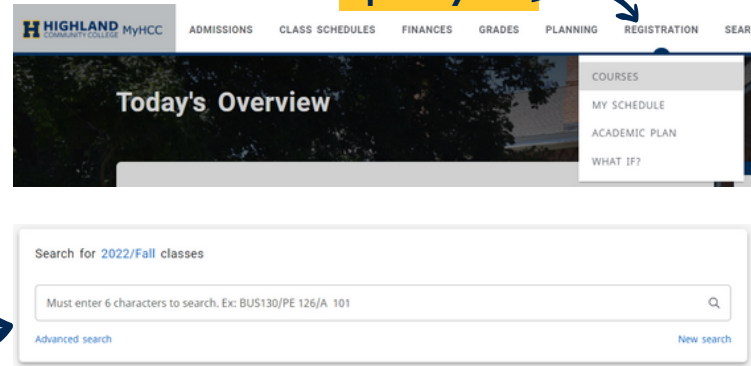
2. SEARCH FOR COURSES

- Go to the Registration Tab
- Select Courses from the drop down menu
- Use the search box and filters to find classes

Looking for specific class options? Utilize the **Advanced Search** to filter specific terms, campuses, or meeting times.

- Browse course schedule options

open MyHCC



3. ADD CLASSES AND ENROLL

- Click "Add" next to your desired courses

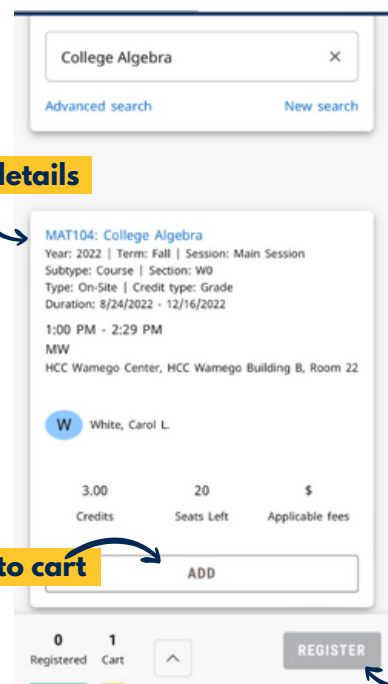
Note: adding courses to your cart does not enroll you in the course! You must completely register for the course to be considered an enrolled student.

- Under "My Schedule" verify course selection
- Click Register to complete enrollment

Ready to pay your tuition? You can pay your tuition in full, make a partial payment, or choose to pay at a later date. Remember that tuition is due on the first day of class.

- Confirm registration under "My Schedule"

class details



add class to cart

enroll



COST & PAYMENT

STUDENT GUIDE TO FUNDING YOUR EDUCATION

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1. APPLY FOR FINANCIAL AID

- Submit the Free Application for Federal Student Aid

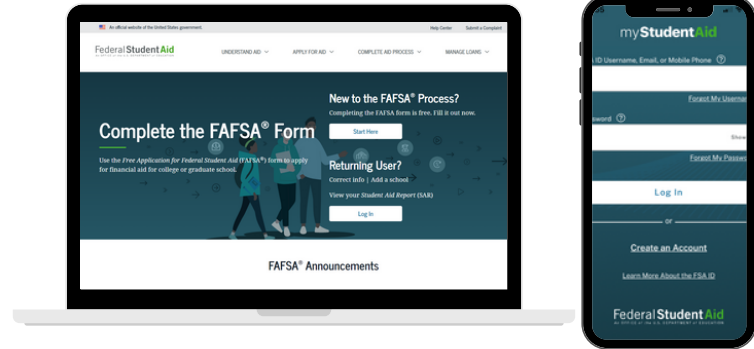
<http://www.fafsa.gov>

- Use HCC's school code: 001921
- Submit additional documentation needed

HCC's Office of Financial Aid will notify you if additional documentation is needed to create a financial aid package.

- Sign & return your award letter to accept aid

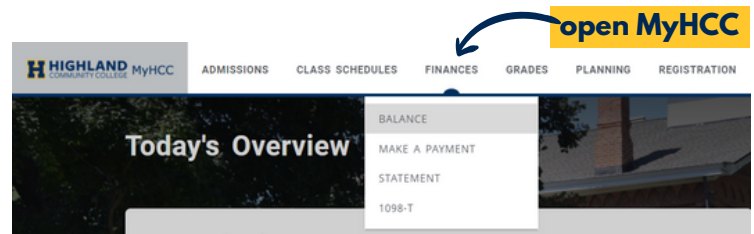
Download the myStudentAid App



2. REVIEW YOUR COST

- Log in to MyHCC with your HCC credentials
- Go to the Finances tab
- Select balance from the dropdown menu

<http://www.highlandcc.edu/cost>



3. MAKE A PAYMENT

Payments are accepted online and in-person at any of our HCC locations

- Log in to MyHCC with your HCC credentials
- Go to the Finances tab
- Select Make a payment from the dropdown menu
- Create a netnet account
- Follow steps to submit an online payment

Did you know HCC offers payment plans? Follow the steps above to set up a payment plan through a netnet account.

semester

	Period/Session	2021/Fall
based on FAFSA info	Summary Total:	\$100.00
	* Anticipated Financial Aid:	\$0.00
	Total:	\$100.00
due by first day of class	From other periods/sessions	
	Balance:	\$0.00
	Balance Due:	\$100.00
	* Anticipated Financial Aid:	\$0.00
	Anticipated Balance:	\$100.00

* NOTE: Anticipated financial aid is not considered definite until all requirements have been met. You are ultimately responsible for the balance shown if you do not fulfill the requirements for financial aid.