



Name: _____

Student ID: _____

1. Log on to www.northlandcollege.edu
2. Click on **MyNCTC**, then select **eServices**, and select **StarID**.
3. Click **Activate StarID** and then click on **Tech ID (Student ID)**.
4. Select **Northland Community & Technical College**, enter your **Tech ID**, and **Social Security Number** and click continue.

StarID/Username _____

(You will use this each time you login to web registration and for completing the web registration process)

5. It will prompt you to create your **PASSWORD**. Your password must follow this criteria:
 - Password **must** be between 8 and 128 characters long.
 - Password **must** contain 3 of these types of characters:
Uppercase, lowercase, numbers, special characters
Special characters include: !&@#%\$%^&*()[]{}+ -=<>
 - Password **may not** have been used before.
 - Password **may not** contain your first name or last name if they are longer than 2 characters

Password: _____

(You will use this each time you login to web registration and for completing the web registration process)

6. Check the box to acknowledge, click continue.
7. Close the current tab.
8. Select **Register for Classes** (Pencil icon on right hand side).
9. Read through the Online Class Registration Information and click on the **Sign In to Register** button.
10. Login using your **StarID** and **Password**. If you want your name to be on your print-out, please check box on middle of the screen that says Display Name.
11. Click on **Courses & Registration** on the left side of the screen.
12. Click on **Registration Holds**. Change semester if needed. If you have a hold, ***it may block your registration***. Please see the appropriate department to assist you with the hold.
 _____ High School Transcript _____ Reciprocity _____ Assessment _____ Change in Student Status Form
 _____ College Transcript _____ Immunization _____ Fee _____ Other
13. Click on **Quick Add (Register)**. Change semester if needed. You can enter up to 8 course ids and then click Register. Enter your Access Code _____ . Enter your password and click on **Register**. To see your class schedule; scroll down and click on **View/Modify Schedule**.
14. If you do not know the course id click on **Search for a course**. You are now in the "Basic Search." You may need to change the semester. If you don't know the Course ID numbers, click in to the "Subject" field and choose the subject you want to search. Click on **Search**. Once you find the course and section you want, click on **Add**. Course has been added to Wish List. Click **OK**. Click on **Review My Plan** on left side of screen. Click box to the left of course. Click **Select Course(s) to proceed to Register**. Enter password. Click **Register**.
15. To drop a class, click on **View/Modify Schedule**. Click on the "x" in the circle next to the class you want to drop. Enter password. Click on **Drop/Withdraw**.
16. After selecting **View/Modify Schedule** click on link to **Print Schedule** in the upper right of the schedule, choose Open, then click printer icon, and then print button again.
17. Do not forget to get your Student ID photo taken. Follow the procedure for the campus on which you are located.

Name of my Program

Program Contact

Northland Email Address Login: StarID
 Northland Email Address Password: StarID Password
 Email address: first [name.lastname@student.northlandcollege.edu](mailto:firstname.lastname@student.northlandcollege.edu)

**Please check Northland email often
Get the app – it's free! Look for MyNCTC in the app store!**