1. Log on to www.northlandcollege.edu, Click on MyNCTC, then select eServices, and select StarID.
2. Click Activate StarID and then click on Tech ID (Student ID).
3. Select Northland Community & Technical College, enter your Tech ID, and Social Security Number and click continue.
   StarID _____ _____ _____ _____ _____ _____ (2 letters, 4 numbers, 2 letters)
   (This is used for web registration, email & D2L/Brightspace logins)
4. It will prompt you to create your PASSWORD. Your password must follow this criteria:
   - Password must be at least 8 characters long.
   - Password must contain: Uppercase, lowercase, & number(s)
   - Password may not have been used before.
   - Password may not contain your first name or last name.

Password: __________________________________________________________
   (This is used for web registration, email & D2L/Brightspace logins)
5. Check the box to acknowledge, click continue.
6. Close the current tab.
7. Select Register for Classes (Pencil icon on right hand side).
8. Read through the Online Class Registration Information and click on the Sign In to Register button.
9. 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.
10. Click on Courses & Registration on the left side of the screen.
11. 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
12. 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 (one time entry – new access code given every semester _____ _____ _____ _____ _____
   Enter your password and click on Register. On left side of screen, click on View/Modify Schedule.
13. Click on link to Printable Schedule in the upper right of the schedule, click printer icon, and then click OK.
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. To opt-in for Text Messaging, click on Account Management, Click on Turn Text Messaging On or Off. Review and save info. You will receive a text, enter PIN in box on computer screen. Logout of eServices.
17. From homepage, click on MyNCTC, select Email Sign-In; click Student Email Sign-In, set up time zone & enter StarID and password. Check Northland email often – Get the app – it’s free! Look for MyNCTC in the app store.
18. From homepage, click on MyNCTC, select D2L/Brightspace, enter StarID and password.
19. Do not forget to get your Student ID photo taken. Follow the procedure for the campus on which you are located.

Name: ____________________________________________
Student ID: _______________________________________

<table>
<thead>
<tr>
<th>Name of my Program</th>
<th>Program Contact</th>
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Northland email & password is your StarID & password
Email address: StarID@student.northlandcollege.edu