

Name: _____

Student ID: _____

High School GPA: _____

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 of my Program

Program Contact

Northland email & password is your StarID & password

Email address: StarID@go.minnstate.edu