

# Self-Registration Guide

The **JC Portal** is used to complete self-registration for students. Use the directions below for self-registration assistance.

Go to **www.jjc.edu**

Click on Jones Dashboard (upper right corner),

Then click on **JCPortal**

Key in your **User ID**

## **User ID:**

Your User ID for the JCPortal begins with a "W" (UPPERCASE) plus your seven-digit Jones ID number.

**Example: John Smith ID # 0100456 – User ID= W0100456.**

## **Password:**

Your initial password is the first two letters of your first name (UPPERCASE), first two letters of your last name (UPPERCASE), and the last four digits of your college ID.

**Example: John Smith 0100456 - password = JOSM0456.**

## **Important:**

Please change this password as soon as possible.

A password must be at least six characters.

The password cannot be the same as your ID.

The password is case-sensitive. (Check your Caps Lock key)

## **Once you are successfully logged in:**

1. Click on Self Service.
2. Click on Student Center.
3. Click on Add a Class.
4. Select the appropriate semester/term.
5. Click on Continue.
6. In the boxes listed under Class Nbr, key the four digit class number for each class. Click Enter.
7. Click on Next and repeat step if registering for more than 1 class.
8. Click on Proceed to Step 2 of 3 once all classes have been entered.
9. Confirm classes and click on Finish Enrolling.
10. Log out.

**Errors:** If you receive "Errors" there will be a red X in the Status column. Please call 601-477-4149 for help if this occurs.

**Success:** If it says Success, click on My Class Schedule and Print.



Login to the **JC Portal** to complete self-registration for course scheduling.