## First Time User MyNFC Account Setup:

<ol> <li>Click on MyNFC at the top of the NFC webpage <u>www.nfc.edu</u></li> </ol>	About Academics Getting Started Current Students Faculty & Staff Visitors	
<ol> <li>Select "First Time User" and enter information requested (Student ID or SSN, DOB, Zip Code).</li> </ol>	Welcome to MyNFC! MyNFC is your one stop shop for a variety of resources for students, faculty, and staff at North Florida College. Having trouble logging in? <u>Clear Cookies and Cache</u> <u>First time user</u> ?   <u>Reset password</u> ?	
3. Enter info. requested	Login         Enter all of the following information in order to verify your credentials:         Student ID/Employee ID         Example: G00123456         Click here if you do not know your Student ID/Employee ID         Last four digits of SSN         Date of Birth         Format: MM/DD/YYYY         Mailing Zip Code         Login	
If you don't know your G#, click the button and enter your SSN instead.	Student ID/Employee ID Example: G00123456 Click here if you do not know your Student ID/Employee ID	
<ul> <li>4. Your user name will appear on the screen.</li> <li>Create your password using requirements shown on screen.</li> <li>Tip: Write down your Login and Password until you remember them.</li> </ul>	Provide New Password     Password Reset     MyNFCC Login nstudent     Enter Password     Confirm Password     Check Password	
<ol> <li>Finish all setup steps until you get three green checkmarks.</li> <li>Then select "Go to MyNFC" to return to the MyNFC page.</li> </ol>	PASSWORD CHANGE AS EASY AS 1, 2, 3      PASSWORD CHANGE AS EASY AS 1, 2, 3      College Policies      Accept College Policy      College Policies Needing Acceptance      Al required policies have been accepted at this time.      College Policies have been accepted at this time.      College Policies New Password      College Policies New Password      Password Reset      MyNFCC Login nstudent      College Policies      College      College	
	3 Receive Success Message Your password has been reset - Please allow up to 5 mins for your password change to take full effect. Go to MyNFCC	

## Web Registration Steps:



4.	Select Registration & Add/Drop Classes	Add/Drop <b>Registration</b>			
	0103503	Fees payment deadlines are assigned according			
		Account Summary Fa	all 2019		
		Total Charges:	0.00		
		Total Payments:	0.00		
		Amount Due:	0.00		
		Colort Town	0.00		
		You must select a Term before viewing any of the below listed items! Check Your Registration Status Look-up Classes to Add			
		Registration Fee Assessment Student Schedule by Day & Time Student Detail Schedule Withdrawal Information Registration & Add/Drop Classes Pay Fees Online			
5	Make selections based upon the				
	CRN number of each course and	The CRN details are on the registration form from your advisor or from			
	click submit changes.	the NEC Schedule of Courses			
	<u><u></u></u>	the Ni C Schedule of Courses.			
	Check the status of your				
	registration for each course.				
	Drint out your ophodulo, if				
	desired				
6		Dedictration			
0.	to Add if you have not decided	<b>Keyisii ulion</b>			
	which classes to take	Fees payment deadlines are assigned according			
		Account Summary	Fall 2019		
		Total Charges:	0.00		
		Total Financial Aid:	0.00		
		Amount Due:	0.00		
		Select Term			
		You must select a Term before viewing any of the below listed items!			
		Check Your Registration Status			
		LOOK-UP Classes to Add			
		Student Schedule by Day & Time			
		Student Detail Schedule			
		Withdrawal Information			
		Registration & Add/Drop Classes			
		Pay Fees Online			

**SPECIAL CIRCUMSTANCES:** Students with the following circumstances are not able to web register. See your advisor for a registration form and turn it in to Enrollment Services in building #3 to complete the registration.

- You are a dual enrolled high school or homeschool student
- You have earned 72 credit hours or more
- You are registering for a career and technical certificate (vocational) class
- You are non-degree seeking
- You are a transient student
- You have a hold on your account
- You are eligible for priority registration (students with disabilities, tutors, SSS, Veterans)