



myOakton Registration Instructions

VIEW PLACEMENT INFORMATION

1. Login to your [myOakton](#) account
2. Select **Student Profile** in the left-hand column
3. Select **Prior Education and Testing** under your name/picture
4. View your placement information under the **Testing** header in the right-hand column.

REGISTER

1. Login to your [myOakton](#) account
2. Select **Student Profile** in the left-hand column
3. Scroll down and in the black column select **Registration** tab under your name/picture
4. Select **Register for Classes**
5. Select **Term** (i.e. Summer 2021) for registration
6. Select **Subject** by clicking in the box to view all (toggle and select desired subject).
7. Enter **Course Number**
8. In the **Campus** box, select your desired campus location (or off-campus for online classes)
9. Click on **Search** at the bottom of the page
10. Click **Add** next to the section of the course you wish to enroll in. **NOTE:** if a class is not available to add, the **Add** button will be grayed out.
11. After clicking the **Add** button, **course(s) will load into the Class Schedule area**. The course(s) selected will also **be listed as pending** in the **Summary** window.
12. Click the **Submit** button to finalize registration.
13. To register for another class, press **Search Again** and repeat steps 6-12.

DROP OR WITHDRAW FROM A CLASS

Make sure to confirm the refund deadline prior to dropping the course. Refund deadlines can be found in the *myOakton > Student profile > Concise Student Schedule*.

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2. Select **Student Profile** in the left-hand column
3. Scroll down and in the black column select **Registration** tab under your name/picture
4. Select **Register for Classes**
5. Select **Term** (i.e. Summer 2021) for registration
6. View your classes in the bottom right-hand corner of the page
7. Select the **Action Item** you wish to take (i.e. drop, re-add, or withdraw) from the drop-down menu next to the class you wish to drop/withdraw (be careful to pick the correct class)
8. Press **Submit**

After completing this transaction, you can confirm that the course has been dropped successfully by looking at the Student Schedule (the courses dropped will no longer be listed).

VIEW YOUR CLASS SCHEDULE AND REFUND/DROP DEADLINES

1. Login to your [myOakton](#) account
2. Select **Student Profile** in the left-hand column
3. Select the correct **Term** above your name/picture
4. Select **Concise Student Schedule** under your name/picture (Press Ctrl-P to print)

MAKE A PAYMENT OR SIGN-UP FOR A PAYMENT PLAN

1. Login to your [myOakton](#) account (use Google Chrome)
2. Select **Home** in the left-hand column
3. In the *Student* section, select the **Financial Aid & College Resources** tab
4. Select **Bill and Payment (EZ Pay)** from the drop down menu. You will be directed to a new webpage
5. You can **Pay in Full** or **Choose a Payment Plan**
 - a. **Pay in Full**
 - i. Select Make a Payment
 - OR -
 - b. **Choose a Payment Plan**
 - i. Select Enroll in Payment Plan listed under your balance
 - ii. Select term from drop down menu
 - iii. Select one of two payment plan options – (1) **EZ Payment Plan** or (2) **Financial Aid EZ Payment Plan** (**Note**: Students already awarded aid are required to select backup payment method)
 - iv. Select **Continue**
 - c. View **Payment Schedule**
 - d. Select **Agree to Terms**
 - e. Select **Submit**