



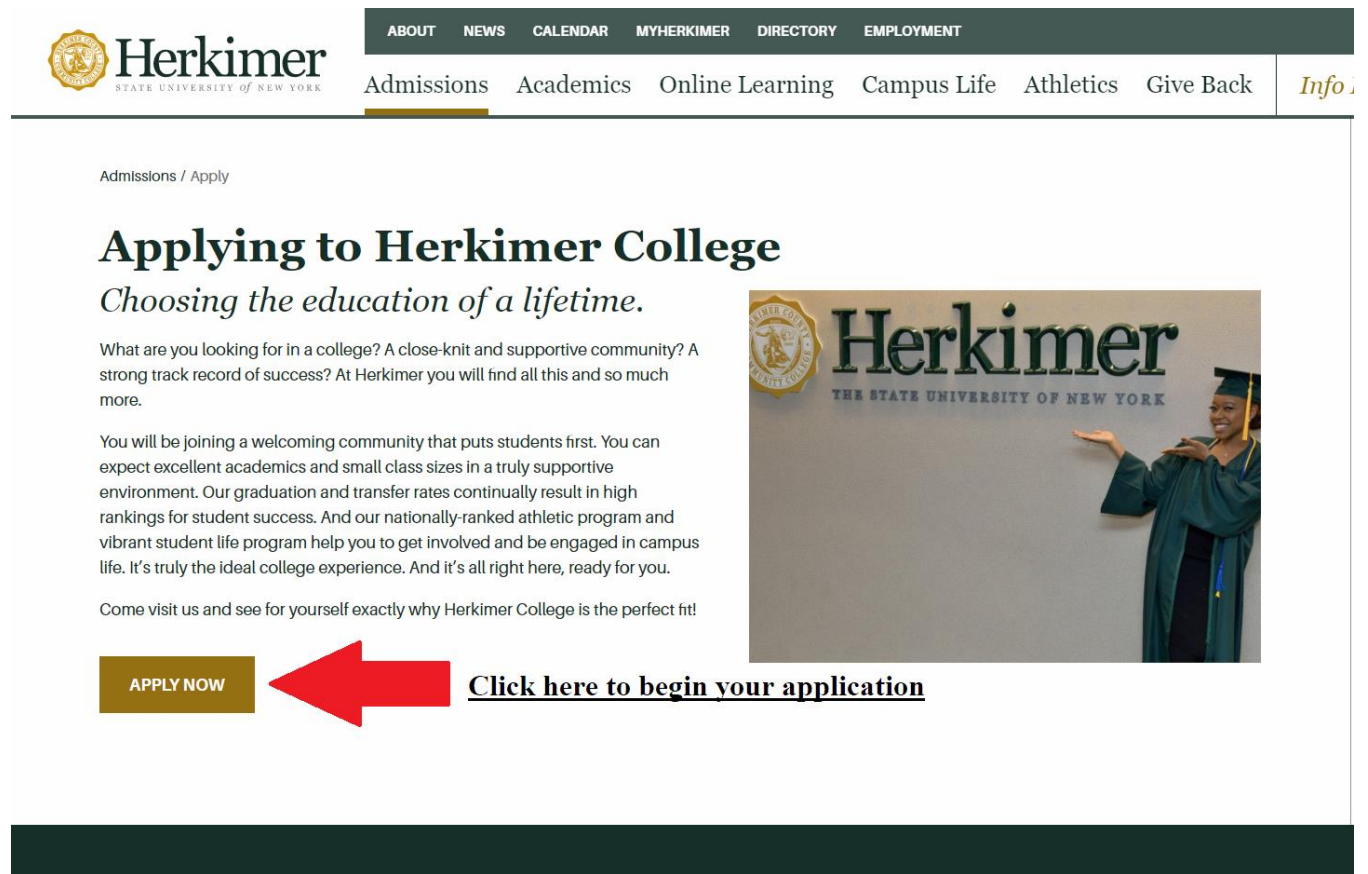
Herkimer[™]
THE STATE UNIVERSITY OF NEW YORK

HOW TO WEB REGISTER

Step One:

If you haven't already, you will need to apply for admission to Herkimer College. Before registration, you will need to be an accepted student. Non-Matriculated students are automatically accepted within two business days of application. Matriculated students will be notified by our Admissions Department if they are accepted. You can find a link to our online application here:

<https://www.herkimer.edu/admissions/apply/>



The screenshot shows the Herkimer College website's Admissions/Apply page. At the top is a dark green navigation bar with the Herkimer logo on the left and menu items: ABOUT, NEWS, CALENDAR, MYHERKIMER, DIRECTORY, EMPLOYMENT. Below this is a secondary navigation bar with links: Admissions, Academics, Online Learning, Campus Life, Athletics, Give Back, and Info. The main content area has a breadcrumb trail "Admissions / Apply" and a large heading "Applying to Herkimer College" with the subtitle "Choosing the education of a lifetime." The text describes the college's supportive community, high graduation and transfer rates, and nationally-ranked athletic program. A photograph of a graduate in a green gown and cap stands next to a wall with the Herkimer logo. At the bottom left is a green "APPLY NOW" button, and a large red arrow points from the text "Click here to begin your application" to this button.

Step Two:

Go to <http://herkimer.edu/sos>

User Login

Read Instructions Carefully

1. Enter your **HCCC Student ID number or Social Security number** (your Student 'H' number, this can be found on the back of your ID card, on your bill or Student Schedule).
2. Enter your PIN.
 - a. If this is your first time logging in your pin will be Herk!MMDDYYYY where MMDDYYYY is your Date of birth
EXAMPLE: If your DOB is August 1st 1966 your pin will be Herk!08011966
3. Returning users who forgot their PIN can click the **Forgot PIN** button below and answer the security question to reset their PIN.
4. If you have never logged in before or did not set up security questions please contact the helpdesk at (315) 866-0300 x8555 or help@herkimer.edu to reset your pin.
5. To make Credit Card or ACH payment:
 - a. Select Student Services link under the Student Services tab.
 - b. Select the **Make a Web Payment** link.

User ID:

PIN:

RELEASE: 8.9.S

Step Three:

Login to Student Online Services

User ID – HCCC assigned Student ID Number (it begins with an “H”) or your Social Security Number, no dashes, no spaces

PIN – Initially Herk!mmddyyyy (mmddyyyy would be your 8-digit date of birth)

If you need any assistance with your Student Online Services (SOS) Account, please contact the Help Desk at Help@herkimer.edu or by telephone, during regular business hours, at 315-866-0300, X8555.

User Login

Read Instructions Carefully

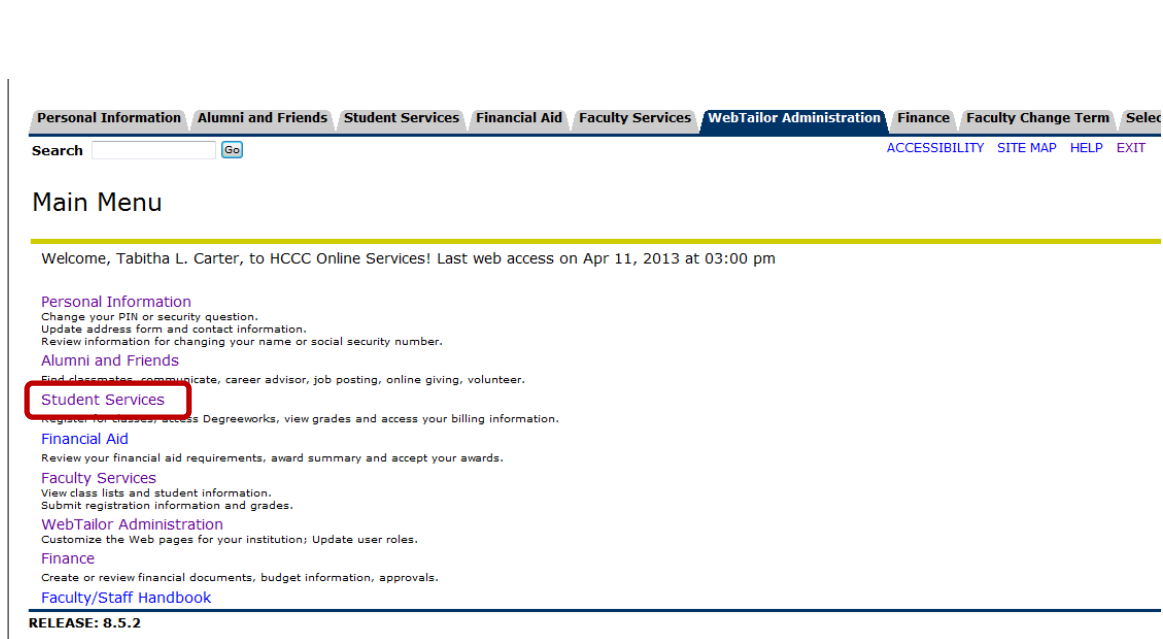
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 **User ID:**
PIN:

RELEASE: 8.9.S

Step Four:

Select Student Services.



Personal Information Alumni and Friends Student Services Financial Aid Faculty Services WebTailor Administration Finance Faculty Change Term Select

Search Go ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, Tabitha L. Carter, to HCCC Online Services! Last web access on Apr 11, 2013 at 03:00 pm

[Personal Information](#)
Change your PIN or security question.
Update address form and contact information.
Review information for changing your name or social security number.

[Alumni and Friends](#)
Find classmates, communicate, career advisor, job posting, online giving, volunteer.

[Student Services](#)

[Financial Aid](#)
Register for classes, access Degreeworks, view grades and access your billing information.

[Faculty Services](#)
Review your financial aid requirements, award summary and accept your awards.

[WebTailor Administration](#)
View class lists and student information.
Submit registration information and grades.

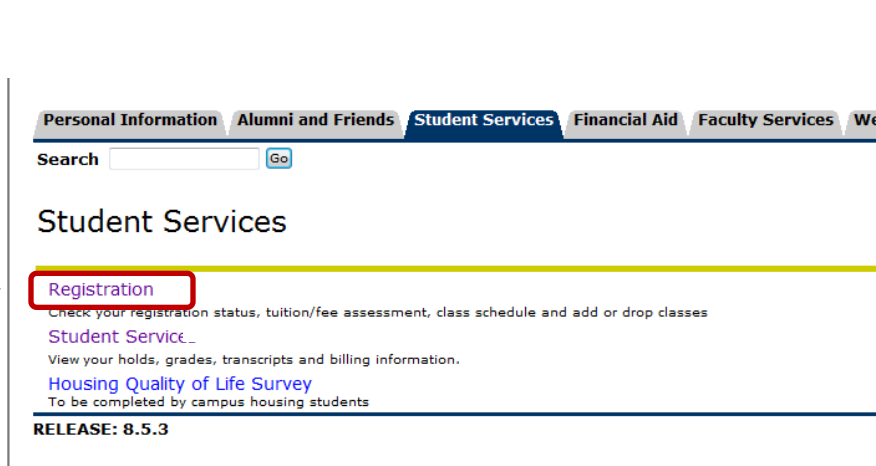
[Finance](#)
Customize the Web pages for your institution; Update user roles.

[Faculty/Staff Handbook](#)

RELEASE: 8.5.2

Step Five:

Select Registration link.



Personal Information Alumni and Friends Student Services Financial Aid Faculty Services We

Search Go

Student Services

[Registration](#)
Check your registration status, tuition/fee assessment, class schedule and add or drop classes

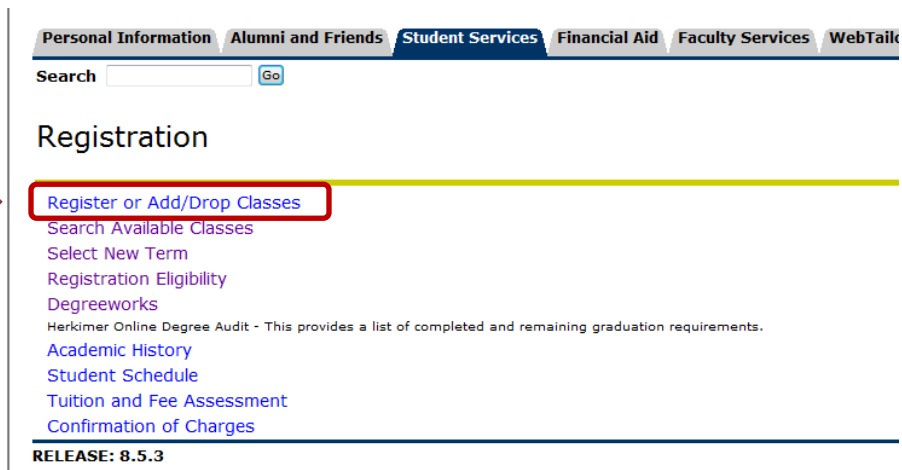
[Student Service_](#)
View your holds, grades, transcripts and billing information.

[Housing Quality of Life Survey](#)
To be completed by campus housing students

RELEASE: 8.5.3

Step Six:

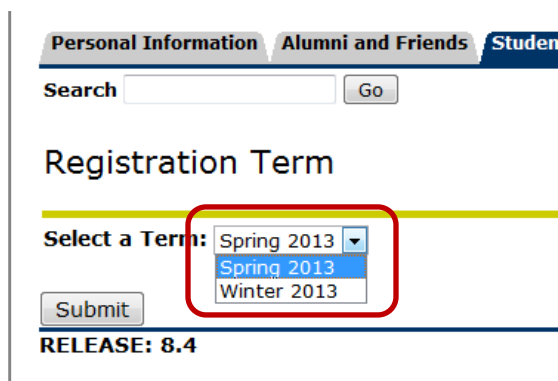
Select Register or Add/Drop Classes link.



The screenshot shows a navigation bar with tabs for Personal Information, Alumni and Friends, Student Services, Financial Aid, Faculty Services, and WebTalk. Below the navigation bar is a search field with a 'Go' button. The main content area is titled 'Registration' and contains a list of links: Register or Add/Drop Classes, Search Available Classes, Select New Term, Registration Eligibility, Degreeworks, Herkimer Online Degree Audit - This provides a list of completed and remaining graduation requirements., Academic History, Student Schedule, Tuition and Fee Assessment, and Confirmation of Charges. The 'Register or Add/Drop Classes' link is highlighted with a red box and a red arrow points to it from the left. Below the list is a horizontal line and the text 'RELEASE: 8.5.3'.

Step Seven:

Select the term using the drop-down menu and click the Submit button.



The screenshot shows the 'Registration Term' section of the website. It features a search field with a 'Go' button. Below the search field is the title 'Registration Term'. A red arrow points to the 'Select a Term:' label. The drop-down menu is open, showing three options: Spring 2013, Spring 2013, and Winter 2013. The first 'Spring 2013' option is highlighted in blue. Below the drop-down menu is a 'Submit' button. Below the button is a horizontal line and the text 'RELEASE: 8.4'.

Step Eight:

Enter the CRN Number(s) for the course(s) you would like to register for then click the Submit Changes button.

Personal Information Alumni and Friends **Student Services** Financial Aid Faculty Services WebTailor Administration Finance Faculty Change Term Select CRN Student Information Menu Studen

Search RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes

Add Classes Worksheet

CRNs

Or, if you don't know the CRN Numbers, click the "Class Search" button. Then click the "Advanced Search" button.

Personal Information Alumni and Friends **Student Services** Financial Aid Faculty Services WebTailor Administration Finance Faculty Cl

Search RETURN TO MENU SI

Look Up Classes

Use the selection options to search the class schedule. You may choose 1 or more courses by clicking your first choice, holding down the Ctrl/Shift/Command key and click the last course to select ALL of the courses. Select Class Search when your selection is complete.

Subject: Business Education English First Year Student Seminar Health Human Services Humanities Information Science Mathematics

Course Number:

Title:

Credit Range: hours to hours

Campus: Herkimer Main Campus Internet Academy

Part of Term: Non-date based courses only

Instructor: Avis, Christian Belisle, Joshua M

Attribute Type: Amer. Hist. GE Selective Basic Comm. GE Selective

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Fields to narrow your search

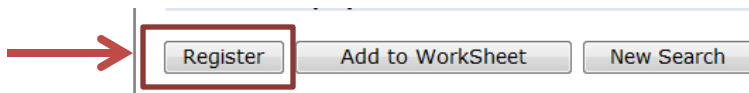
Hold down your Ctrl key while clicking to select multiple specific Subjects or select All to view all.

Select "Herkimer Main Campus" to view on-campus and hybrid course offerings. Select "Internet Academy" to view only the online course offerings.

Check the box located directly in front of the courses which you would like to register for:

The screenshot shows a course catalog with several sections: Information Science, Mathematics, Medical Coder/Transcriptionist, and Science. Each course row includes a 'Select' checkbox, CRN, Subject, Course, Section, Credits, Title, Days, Time, Capacity, Act, Rem, Instructor, Date, Location, and Attribute. Callouts point to specific elements: 'Select Box' points to the checkbox in the first row of the Information Science section; 'Remaining Seats available in class' points to the 'Rem' column in the first row of the Mathematics section; 'Instructor' points to the 'Instructor' column in the first row of the Mathematics section; and 'Meeting Day and Time (for on-campus courses only)' points to the 'Days' and 'Time' columns in the first row of the Science section.

Once you have selected the courses you would like to register for, scroll to the bottom and click the “Register” button:



Step Nine:

Review your schedule:

Select Student Services tab.

Select the Registration link.

Select the Student Schedule link.

If you can view the courses you registered for, you were successful!