myACCESS Registration Process
This document provides a step-by-step walkthrough of how to register for TLC courses in myACCESS.

1. Go to www.cod.edu and click on myACCESS.

2. Select myACCESS for Students.

3. Select Log In.

4. Enter your COD Username and Password.
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5. Under Registration, click Search/Select Classes.

**myACCESS requires 3 search parameters when searching for classes:**

- Term = TLC 201X (fiscal year)
- Sections Meeting After = 5am
- Location = Main Campus

6. Once these 3 search criteria are selected, click SUBMIT at the bottom of the page.
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7. Select the course you would like to register for by clicking on the gray box in the left column. Then click **SUBMIT** at the bottom of the page.

8. Verify your contact information and click on the **Accept** box at the bottom left of the page. Then click **SUBMIT**.

9. Under **Action**, select **Register**. Then check the **Accept** box at the bottom left of the page and click **SUBMIT**.

"**IMPORTANT PAYMENT INFORMATION**"

*(Please [Click Here] for a list payment options.)*

I understand and agree as a student enrolled in classes at the College of DuPage, I am responsible for all tuition below confirms I understand I am responsible for the payment of tuition and fees associated with my enrolled classes. I understand that necessary action to collect the past-due tuition and fees and, in addition, I may be responsible for paying attorney fees.
10. Finally, read the payment terms set by the college and accept by clicking OK at the bottom right of the page. *All TLC courses are free of charge.*

- The course will now be added to your student schedule. To confirm, go back to the Main Menu. Under Academic Profile, click My class schedule. Then choose the TLC term – Ex: TLC 2017.