

# Student Instructions on How to Web Register through MyPack

## Log In:

- Co-Lin Homepage ([www.colin.edu](http://www.colin.edu))
- Click MyPack
- Click MyPack Student Portal
- Click LOGIN
- Enter Student ID#
- Enter 6-digit birthday (MMDDYY).
- Click Login

## Creating Schedule:

- **Students must see their advisor prior to web registration to activate Web Authorization.**
- Under Student Info Center, Scheduling, click Registration

## Adding a Course:

- Be sure select the appropriate term you are registering for.
- If you know the course number, you can enter the Department, Course, and Section **or** click SELECT COURSE and follow the directions on the screen.
- Once the course number and section has been entered, click **ADD SELECTED COURSE** to add course to schedule and advance to the next window.
- Continue selecting courses as outlined above.
- When through adding courses, click **I'M DONE ADDING COURSES**.

## Dropping a Course: (This removes a course that has been previously added.)

- At the far right of the course to be dropped, click **Drop** to remove the course from your schedule.
- Continue the process of adding/dropping courses until your schedule is complete.

## Completing Schedule:

- When your schedule is completed, click **COMPLETE REGISTRATION**.

## Completing Registration:

- The following options will be displayed along with your schedule and financial information.

### Option 1: COMPLETE REGISTRATION

- If you are *receiving 100% financial aid* (Pell, MTAG, scholarship, etc.), the following message will appear: "Your financial aid coverage is 100%. Would you like to complete your registration at this time?" Click OK to complete or click CANCEL.
- If you *owe a balance*, the following message will appear: "Would you like to complete your registration at this time?" Choose **one** of the following payment options. **Note: You must pay the balance or make payment arrangements with the Business Office before you are "registered" in classes. Failure to pay your balance will result in removal from classes.**
  - **Payment Option 1** – Pay Online via Credit Card (Preferred Method): Click OK if you wish to pay via VISA, Master Card, American Express, or Discover. Complete the credit card payment information and follow the directions for submitting payment.
  - **Payment Option 2** - Pay Balance in Person: Click CANCEL. Visit the Business Office on the Natchez, Simpson, or Wesson campus to pay via cash, check, or credit card (VISA, Master Card, American Express, or Discover). Office hours are 8:00 to 4:30 Monday through Thursday and 8:00 to 4:00 Friday.

Option 2: QUIT & PAY LATER - Note: You will NOT be registered until you select COMPLETE REGISTRATION. This is the most important step!

**Log Out:** Click the Log Out button at the top of the screen on the right side.