MineOnline Registration Instructions

1. Select the MineOnline link from the Online Programs menu in the left navigation pane.

2. The MineOnline WebAdvisor page appears.

3. Select the Log In link.

4. The Log In page appears. Enter your (firstname.mi.lastname) in the ID field.

5. Press Tab key and enter your password.

6. Click the SUBMIT button.

7. The MineOnline WebAdvisor Main Menu page appears.

8. Select the Employees link.

9. The Employees MineOnline WebAdvisor for Employees Menu page appears.

10. Click the Select Classes link.

11. The Select Classes page appears.

12. Select the check box corresponding to your desired selection. Note: A list of course acronyms is provided in the Registration Tips table to your right.

13. When you've completed your selection(s), click the SUBMIT button at the bottom of the page.


15. Choose the Register now (check out) option from the drop down menu.

16. Select the Email Address box to enter your OCCC email address.

17. Click the SUBMIT button.

18. The Class/Payment Confirmation page appears.

19. Click the OK button.

20. The MineOnline WebAdvisor for Employees page appears.

21. Select the Log Out link.

22. The MineOnline WebAdvisor Main Menu page appears.

23. Click the OK button.

Good job! You've completed enrollment.

If you require further assistance you can contact Johnny Allen at 7103 or jallen@occc.edu.