

MANCHESTER COMMUNITY COLLEGE

1066 Front Street, Manchester, NH 03102 P: (603) 206-8100 F: (603) 206-8275
www.mccnh.edu

Student Information System (SIS) Setup & Registering Checklist

<http://www.mccnh.edu/accounts>

Part I: SIS Setup (for first time users)

- Visit <https://sis.ccsnh.edu>
- Click the "Enter SIS (Secure Area)" link.
- Login with your Student ID number and default PIN number. Your default PIN # is your birthday in *mmddyy* format.
- Update your PIN number. Use the Student Accounts card to remember your new PIN #.
- Accept the Terms of Service.
- Setup your SIS Security Question (this is CasE sensitive).
- Complete the Emergency Notification Information (MCC Alerts) page and press the "Confirm" button.
- Get automatically redirected to the Main Menu screen.

Part II: Registering for Classes

- Click the "Student" tab or "Student" link.
- Click the "Registration" link.
- Click the "Add/Drop Classes" link.
- Select your Term and press the "Submit" button.
- Use the "Add Classes Worksheet" to enter the CRNs for your classes.
- Press "Submit Changes" button.
 - You will then be registered for those classes.
 - If there are any errors, they will be listed under the "Registration Add Errors" section.
- If you don't know the CRN of the class you want, you can do a search. Click the "Class Search" button from the "Add/Drop Classes" page.
- Enter your search criteria.
- After searching, you can either add the class(es) to your "Add Classes Worksheet" or "Register" immediately for the class(es).
- Use the Action drop down menu to drop any unwanted classes.

Part III: Print Your Schedule

- Click the "Student" tab.
- Click the "Registration" link.
- Click the "Student Detail Schedule" link.
- Print the page using the File > Print menu (or Ctrl+P; or Command+P on Mac) on your Internet browser (Firefox is recommended).

Part IV: View Your Account Balance & Billing Statements

- Click the “Student” tab.
- Click the “View Account and Make a Payment with QuickPay” link. You will be redirected to the MCC QuickPay portal.
- Click the “View Accounts” link in the left column.
 - The “Account Status” sub-link shows your current, up-to-the-minute balance. Please note that Financial Aid packages are not reflected here.
 - The “Current Statement” sub-link shows your current statement with a downloadable PDF version.
 - The “Statement History” sub-link shows a list of your past statements.
- Click the “Logoff” link in the top right corner when done.

Part V: EasyLogin, Blackboard, Student Email

EasyLogin is your username and password combination which you use to access your student email, Blackboard and library services. 24 hours after registering for your first class at Manchester Community College, your EasyLogin information will be available in SIS.

To get your EasyLogin username and password:

- Log on to SIS.
- Click the “Personal Information” tab or link.
- Click the “Student EasyLogin Information” link.
- Click the “Activate/Manage EasyLogin Account” link near the bottom.
- Setup your security questions & answers.

You can access Blackboard, student email and SIS from any page of the MCC website by using the “Quick Links” panel in the top right corner or by clicking the links in the bottom footer area.

All the information you will need to setup and use your new MCC student accounts can be found online at <http://www.mccnh.edu/accounts>