

## TVCC Online Registration Instructions

1. After receiving your login & password by mail and completing placement testing (if needed), go to <https://webtools.tvcc.cc/accountsettings/setupaccount.cfm> and enter the username and temporary password provided in your acceptance letter or email. You will then need to proceed through and finish submitting your login information. Once that is complete, go to [my.tvcc.cc](http://my.tvcc.cc) and click the “Login” button in the upper right-hand corner.  
**\*If you have already set up your TVCC student login, then simply log in to your student account and skip to Step #4.\***

TREASURE VALLEY  
COMMUNITY COLLEGE

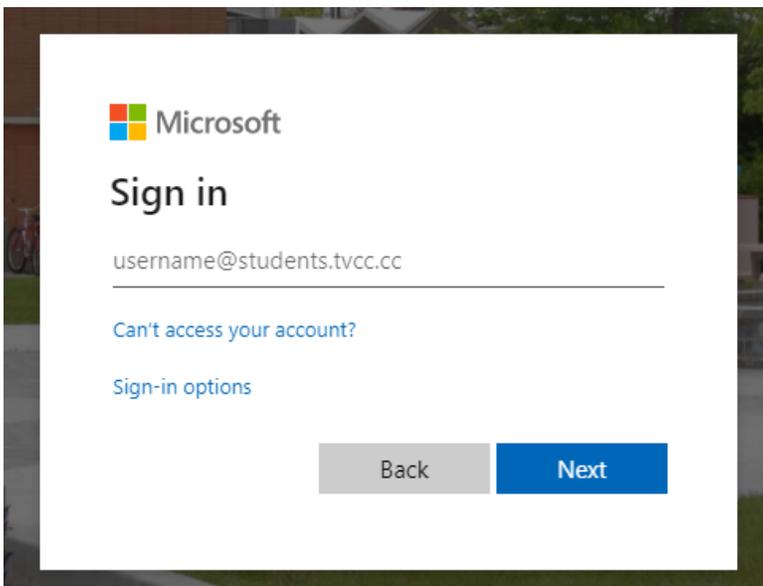


Home Help

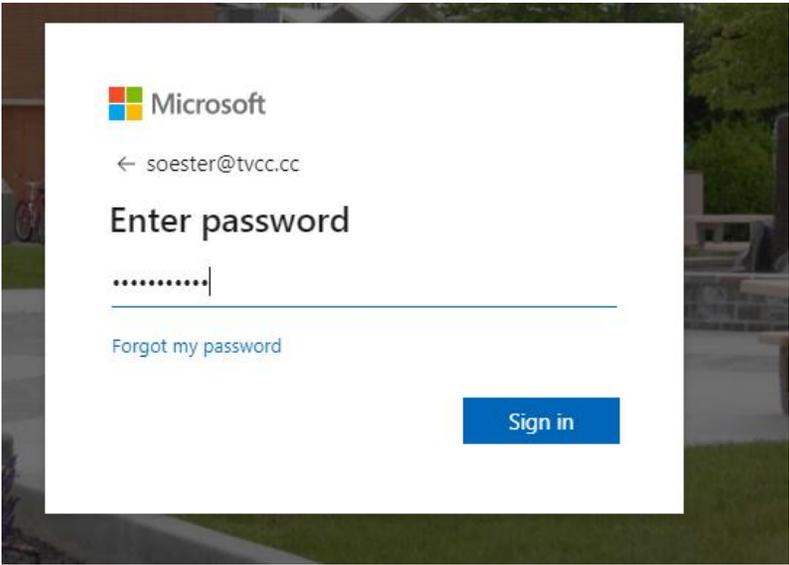


SIGN IN  
REQUIRED

2. You will then be taken to a Microsoft login and prompted to enter your TVCC student email address, which will be your username, followed by @students.tvcc.cc.  
Example: smithjo@students.tvcc.cc.



3. Next, enter the password you created when setting up your account.



You may now be asked to set up your Microsoft Authenticator. Please refer to Authenticator instructions provided to your instructor or also available on the front page of the mytvcc page.

Verify your identity (Microsoft Authenticator)



soester@tvcc.cc

## Verify your identity



Text +X XXXXXXXX47



Call +X XXXXXXXX47

[More information](#)

Are your verification methods current? Check at

4. Now that you are logged in, click on the “Students” tab.



*TVCC is a comprehensive community college dedicated to promoting student success.*

5.

Click on “Online Registration” on the left-hand side of the page.

You are here: [Students](#) > [Home](#)

- Students
- Home
- Online Registration**
- My Academic Plan
- My Finances
- My Records
- My Housing
- My Intervention Requests
- Voting and Surveys
- My Resources

[Stu](#)

Make sure the proper academic term is selected (i.e. Fall, Winter, Spring) and click on “Register.”

Home

Online Registration

My Academic Plan

My Finances

My Records

My Housing

My Intervention Requests

Registration

### Add/Drop Courses

2024-2025 - Fall

Planning has closed

**Registration now open** and ends 1/1/0001 12:00 AM

**Register** [Course search](#) [My Schedule](#)

5. You can also search for classes using the **Course Search** function by clicking on “Course Search.”
6. To search by instructor, type in your instructor’s name in the Instructor field. Select your instructor’s name when it appears below the field, then click on Search Courses

**— Course Search**

Course Code or Title

Instructor

Kent Blanchard × 

Department

Location

Meets on Selected Days

M Tu W Th F Sa Su

**Search Courses** 

7. Select the appropriate class by clicking the ellipses on the right (the three little dots), and then select “Add to My Calendar.”

**Course Search**

[Back to search](#)

**MATH111-16**  

To be a  
24 seats  
Kent Bl

-  Add to my calendar
-  Contact instructor
-  View details

**MATH1**  
**No schedule available**  
30 seats remaining

8. The selected class will appear on the calendar to the right. However, you are not yet registered!

Non-scheduled courses (0 hrs) [Less](#) Registration checkout

MATH111-16 

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
12am							
1am							
2am							
3am							

12. Click on green Registration Checkout in the upper right corner.

Non-scheduled courses (0 hrs) [Less](#) ➔ **Registration checkout**

MATH111-16

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
12am							
1am							
2am							
3am							

9. Check the box for the desired class, and click “Register.”

**My Schedule**

### Registration Checkout X

**Available to Register**

HDEV112-OD - FRESHMAN SEMINAR  
Mon, Wed 1:00-1:50 PM (1.00 hrs)  
8 seats remaining  
Candidate validation issue

Contact ▾ **Register**

10. The class should turn green and give a successfully registered note. Congrats, you are now registered for your class(es)!

**Registration Checkout** X

**Successfully Registered**

 **HDEV112-OD - FRESHMAN SEMINAR**  
Mon, Wed 1:00-1:50 PM (1.00 hrs)   
Registered

[Contact](#) [Close](#)

**For technical assistance, please contact our IT department at 541-881-5777. For class registration questions, please contact Stephanie Oester at 541-881-5806 or [soester@tvcc.cc](mailto:soester@tvcc.cc)**