Before you begin, make sure your computer is compatible with NICOnline.

- **Windows Users** – Internet Explorer 6.0 with all updates.
- **MAC Users** – Safari OS X with all updates.
- **NICOnline is NOT compatible with:** MOZILLA, AOL, and COMPUSERVE USERS.
- Mac users may experience some difficulty with drop down menus and input boxes. Please use your tab and arrow keys to navigate if you experience problems.
- If you need further assistance, please call the NIC HelpDesk at 769.3280.
Log In to NICOnline

- Click the Log In tab in the upper right corner.
- User ID is your firstname.lastname or nickname.lastname
  Example: joe.cardinal
- Initial password is your six-digit birth date (mmddyy)
  Example: January 1, 1975 = 010175.
- After your initial login, you are required to create a new password. This needs to be 6-9 characters including letters and numbers. Write your login information in a safe place.
- After you have logged in, click on the Student menu.
Registration: Important Features

- Check your registration start time by clicking “Registration Start Time” on your student menu. You may register for classes at this time or any time after.

- Before your registration start time you can add classes to your Preferred Classes List. Once your registration start time is met, you can register from your Preferred Classes by clicking “Register for Previously Selected Classes”.

- Don’t forget to pay your tuition & fees. Go to the Financial Profile menu to make a payment.
Registration

- What time can you register? Check “Registration Start Time”
- Need to view or pay tuition and fees? See Your “Account Summary” & “Make a Payment”
- Follow the steps below to register for classes.

Step 1:
Click “Register or Drop Classes”
Registration: Step 2

Register for Classes

Please choose which type of registration you would like to use:
- Search and register for classes
  - Use this option if you would like to look for classes, add them to your preferred list of classes and then register for them.
- Register for previously selected classes
  - Use this option if you have already placed classes on your preferred list and would like to now register.
- Drop classes
  - Use this option if you would like to drop a class. (Other choices also allow you to drop a class while you register for another.)

- Click “Search and Register for Classes” if you need to add classes to your Preferred Classes and register.
- Click “Register for Previously Selected Classes” to see what is currently in your Preferred Classes and register.
- Click “Drop Classes” if you need to drop any classes that you have registered for previously.
Registration: Step 3

Search and Register for Classes:

- This page requires a term or start and end dates and one additional field. For best results enter the term and subject.

- When you have entered your search criteria, click submit.
Search Results

- Preview the results from your search and choose the classes you would like to register for by selecting the box in the left column.

- Remember to check the Status of the class to determine its availability.

- To view the course description click on Section Name and Title.

- When finished, click submit.
Registration: Step 4

- Indicate an action for ALL Pref. classes or for an individual class in your preferred classes list. You CANNOT select BOTH.

- You can also DROP a class that you are currently enrolled in by selecting the appropriate check box.

- Click submit to process your request.
Example of an error that may occur during registration.

- Your registration results will show the status of each request.
- If you cannot register for a class, an error message will appear.
- Check the status of each registration request to see what has been processed.
- When finished, click OK.
Registration: Step 5

This is your registration results page which serves as your receipt of actions.

- The first section shows the status of your request.
- The middle section shows your current schedule.
- The last section is not used at this time.
- Click OK to continue.
Registration: Step 6

Confirm your Contact Information

- Confirm or change your mailing address, phone number, and e-mail address.
- If it is correct click “submit” to continue.
- If it is not, please make the appropriate changes and click “submit” to update your contact information.
Registration: Step 7

- After you have registered you will be taken to the payment screen.

- At this point you can choose to make a payment or you can select the student menu tab at the top of the screen to return to the menu.
We hope you find NICOnline to be a convenient way to register for your classes.

For NICOnline assistance, call the NIC HelpDesk at (208) 769-3280.

To return to the home page, click on the back button in the top left corner.

www.nic.edu/niconline/