**How to Register:**

### Quick Tips

**How do I Sign In to the MyCalhoun portal?**
- Go to [www.calhoun.edu](http://www.calhoun.edu)
- Click on `MyCalhoun` at the top of our home page.

**If New User:**
- Click First Time User and Follow Instructions

**If Returning User:**
- Sign into MyCalhoun with your A-Number & Password

**How do I Sign In to OneACCS?**
- Using the `MyCalhoun` portal, select `Banner Self Service`.
- Sign in with your Calhoun email address & MyCalhoun password

**What if I forget my password?**
- Click `Forgot Password` under the login button
- Please contact our IT Help Desk for assistance: (256) 306-2700 or helpdesk@calhoun.edu

**Am I eligible to register?**
- Click `OneACCS Self Service`
- Select `Student Landing Page`
- Select `Registration` under Student Records options
- Select `Prepare for Registration`
- Select `Term` and Continue

**How do I register for classes?**
- Click `OneACCS Self Service`
- Click `Student Tab`, Select `Student Landing Page`
- Click `Registration`
- Click `Register for Classes`
- Select `Term` and Continue
- Select `Schedule and Options` Tab
- To Print your schedule, select the Print icon (in the right corner of the schedule view)

**How do I drop/withdraw from a class?**
- Click `OneACCS Self Service`
- Click `Student Tab`, Select `Student Landing Page`
- Select `Registration`
- Click `Register for Classes`
- Select `Term` and Continue
- In the Summary view window: locate the Action column
- Select Action (Drop or Web Withdrawn)
- Please note: Once add/drop period has ended, “drop” options will be removed from view)
- Select Submit (in the bottom right corner) to complete your request.

**How do I order/view my transcript?**
- Click `OneACCS Self Service`
- Click `Student Tab`
- Select `Student Landing Page`
- You will have the option to order your official transcripts -or-
  view your unofficial transcripts

**How do I pay for classes online?**
- Click `OneACCS Self Service`
- Click `Student Tab`
- Select `Student Landing Page`
- Under Student Account:
  - Click Make a Payment
- Here you may also setup the payment plan or direct deposit for refunds.

For additional registration help: [https://youtu.be/Rq4LDgSciwg](https://youtu.be/Rq4LDgSciwg)

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**NOTE:** online classes will always reflect the TBA for days/times