


6 Steps to Web Registration

VCCS SIS 8.9

Student Information System

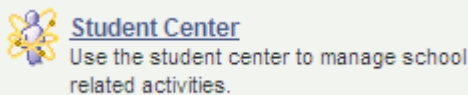
Step 1: myGCC Login

- 1: Go to www.germannanna.edu
- 2: Click **myGCC logo** at top of page 
- 3: Click **myGCC Login** button 
- 4: Enter **Username** and **Password**
- 5: Click **Login** button
- 6: Click **VCCS: Student Information System** in the menu

**New students should follow instructions on the login page for finding username and setting a password.*

Step 2: Student Center

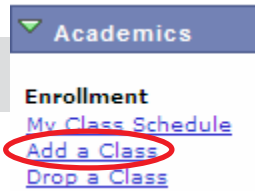
- 1: Click **Self Service** 
- 2: Click **Student Center**



The screenshot shows the 'Germannanna's Student Center' interface. It features several main sections: 'Academics' with links for Enrollment (My Class Schedule, Add a Class, Drop a Class), Academic History (Grades, Degree Progress), and a search for other academic activities; 'Finances' with a 'My Account' section showing a balance of 498.05, and options for Account Inquiry, Financial Aid, and making a payment; 'Personal Information' with sections for Demographic Data (Names, User Preferences) and Contact Information (Mailing Address, Billing Address, Main Phone, VCCS Student E-mail).

Step 3: Add Classes

- 1: Click **Add a Class**



- 2: Select **Term**
- 3: **Search for Classes** click **SEARCH**
- 4: **or** Enter **Class Nbr** and Click **Enter**



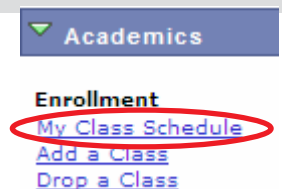
- 5: Click **NEXT** (it will be added to the shopping cart)
- 6: Click **PROCEED TO STEP 2 OF 3**
- 7: Click **FINISH ENROLLING**

Step 4: Pay Tuition

- 1: Go to the **Student Center**
- 2: Click **make a payment**
- 3: Enter Credit Card (*Visa, Master Card or Amex only*)
- 4: Click **NEXT**
- 5: Click **pay charges** to pay for all classes **OR** pay charges individually
- 6: Click **NEXT**
- 7: Click **SUBMIT**

Step 5: View Class Schedule

- 1: Go to the **Student Center**
- 2: Click **My Class Schedule**



Step 6: Sign Out

- 1: Click **Sign out** in the upper right of your window
- 2: Close browser window to end session