

Student Registration Steps:

STEP 1: Locate your credentials to log into Self-Service - you received your username in your acceptance letter and your Buccaneer email (buccaneer.atlantic.edu)

STEP 2: Log into Self-Service - [click here!](#)

Having issues? Visit the next two slides for troubleshooting solutions!


To access course schedules, click [Course Catalog](#)

Sign In

User name

Password

Forgot your [user name](#) or [password](#) ?

I'm not a robot  reCAPTCHA
Privacy - Terms

Sign In

Troubleshooting Steps 1 & 2

Troubleshooting:

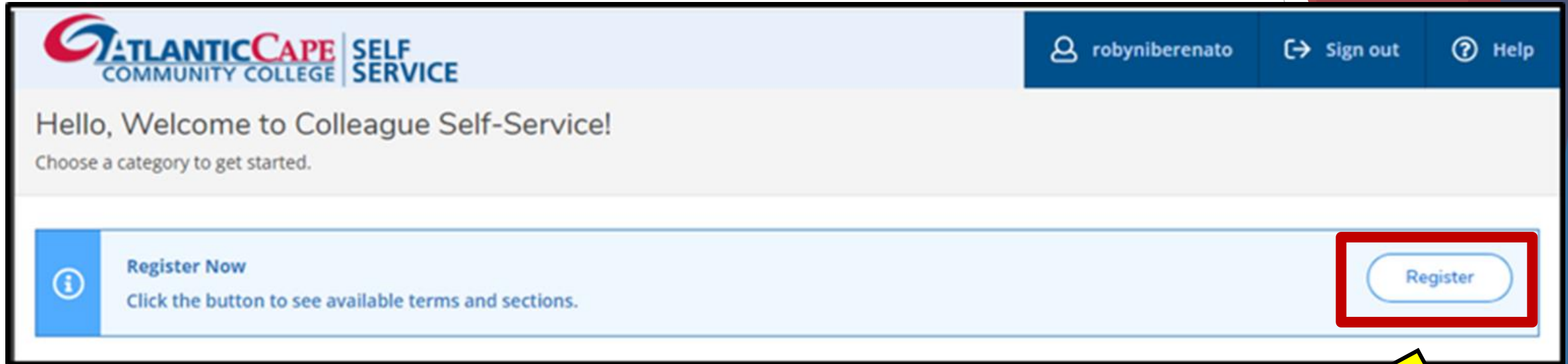
- Your login is your first name, middle initial (if you have one) and last name up to a total of 23 characters. For example: William Harry Robertson would have a WebAdvisor login of "williamhrobertson"
- When logging in for the **first time**, the student will need to **create a password**. They will click the "Forgot Password" link to be authenticated by our system and receive an email that will allow them to create a personal password.
- If a student does not receive an email, they are most likely either: a) using an email address that we do not have on file, or b) using their high school email address that does not allow communication outside of their district.

Troubleshooting Steps 1 & 2

Troubleshooting:

- To reset your password, select "Forgot Password" on the [Self Service site](#). Enter your username and an email address that is associated with your record. You will then receive a second email allowing you to create a new password.
- If a student is still having trouble, students are encouraged to reach out to us at hscrollment@atlantic.edu to confirm their login information if they continue to experience difficulties.

Student Registration Steps:



The screenshot displays the Atlantic Cape Community College Self-Service portal. At the top left is the logo for Atlantic Cape Community College Self-Service. On the top right, there is a user profile for 'robyniberenato' with 'Sign out' and 'Help' options. Below the header, a welcome message reads 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' A blue banner contains the text 'Register Now' and 'Click the button to see available terms and sections.' A 'Register' button is located on the right side of this banner, highlighted with a red rectangular border. A yellow arrow points from the bottom right towards the 'Register' button.

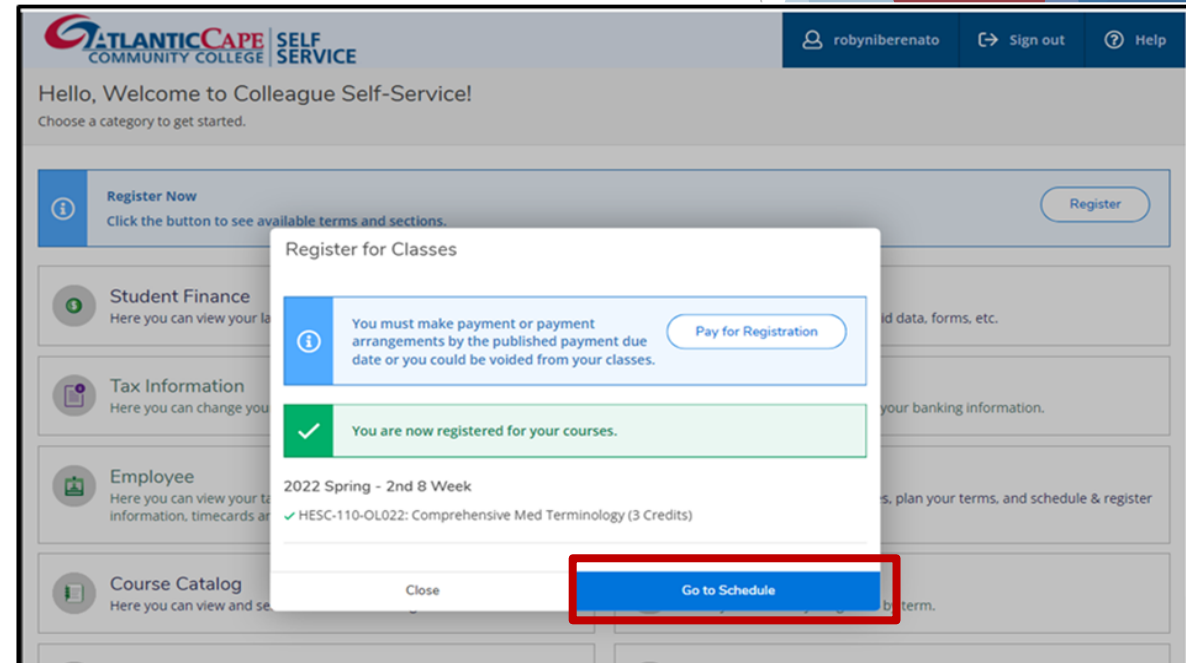
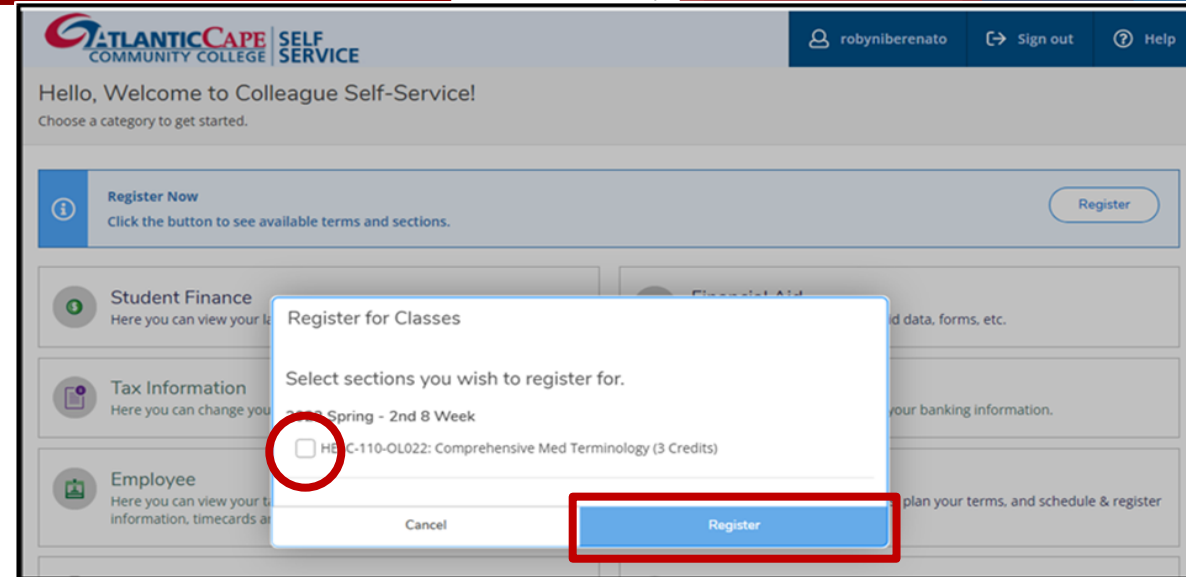
STEP 3: When the student logs in, a blue banner will display near the top of the page, with the message “Register Now.” **Click the “Register” button**, the pre-planned courses will appear for the current academic year.

You are already are in these classes! You are now just applying to acquire the college credit.

Student Registration Steps:

STEP 4: The student selects the checkbox for each course they wish to register for that **they are currently taking at their High School**. Then click the blue “Register” button.

STEP 5: A confirmation message and a payment message will then appear. It is recommended click “Go to Schedule.”



Student Registration Steps:

STEP 6: A calendar will appear showing the courses for which the student is registered. They may click the print button to print their schedule.

STEP 7: Check with your school if you are responsible for payment. If you are, select “Pay for Registration.” If you are not responsible, do not click.

The screenshot shows the Atlantic Cape Community College Self Service portal. The user is logged in as 'robyniberenato'. The page displays a navigation bar with 'Academics', 'Student Planning', and 'Plan & Schedule'. A prominent message states: 'IMPORTANT COVID-19 INFORMATION: Spring/Winter 2022 Payment is due Tuesday, December 14, 2021.' Below this, a search bar is available for finding courses. A red banner indicates: 'You must make payment or payment arrangements by the published payment due date or you could be voided from your classes.' The main content area is titled 'Plan your Degree and Schedule your courses' and shows the current term as '2022 Spring - 2nd 8 Week'. A 'Register Now' button is visible. The interface includes filters for sections, a 'Save to iCal' option, and a 'Print' button. The credit status is shown as 'Planned: 0 Credits', 'Enrolled: 3 Credits', and 'Waitlisted: 0 Credits'. A course selection card for 'HESC-110-OL022: Comprehensive Med Terminology' is shown, indicating it is 'Registered, but not started'. The course details include 3 credits, graded grading, and an instructor TBD. A calendar view shows the course is scheduled for 6am on Monday through Saturday. A 'Drop' button is also present.