

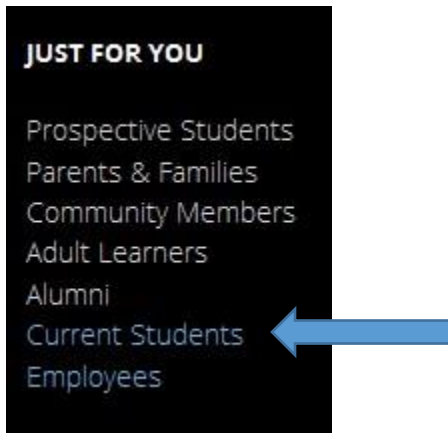
Onondaga Small Business Development Center(SBDC) Step-By-Step Registration

Begin at: www.sunyocc.edu

1) Click on MENU:



2) Under JUST FOR YOU – Click on Current Students:



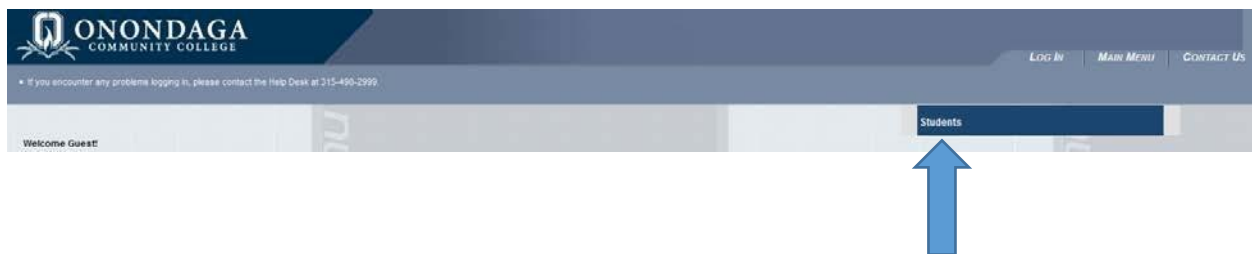
3) Select WebAdvisor:



4) Select Login to WebAdvisor:



5) Select Students:



6) Select New Student (Create a User Name):



7) Complete the New Student form:

New Student (Create a User Name)

* = Required

This form is for **new users** to create a WebAccess User ID.
If you experience any issues creating a User ID please contact Student Central at 315-498-2000 or by emailing pccinfo@sunvocc.edu.

If you have already have a User ID and/or exist in our system, entering different information on this form **will not** update your information and **will not** create a new User ID.

STUDENT

Legal First Name* Legal Middle Name Legal Last Name*

SSN*

Personal Email Address*

Address Line 1*

Address Line 2

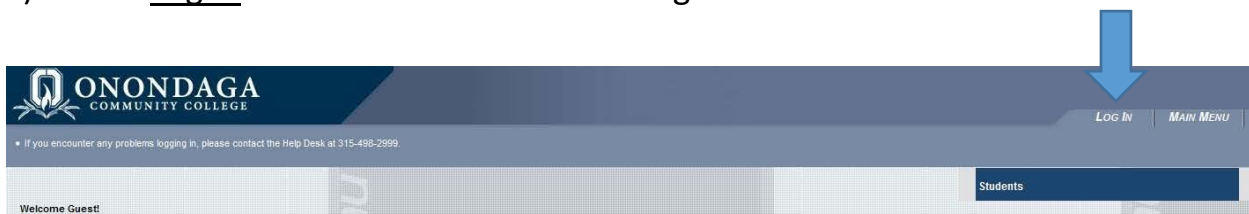
City* State* Zip Code*

County of Residence*

Country (only if foreign)

After you have your username and password continue onto step #8:

8) Select Log In to enter WebAdvisor as a registered user:



9) Enter your username and password and click Login:

Central Authentication Service (CAS)

Enter your User Name and Password [CAS Login Help](#)

User Name:

Password:

[Forgot Password?](#)

Warn me before logging me into other sites

The CAS Login page enables single sign-on. For more information, please review the CA [CAS Login Help](#), [CAS Frequently Asked Questions](#), or [CAS Overview](#).

User Name Support Links:
[Forgot Your User Name?](#)

New Students - your initial password is your last name followed by your birth date.

Need Help with Login - call 315.498.2999.

For security reasons, please Log Out after you finish.

(you should now see your name in the upper left)

ONONDAGA
COMMUNITY COLLEGE

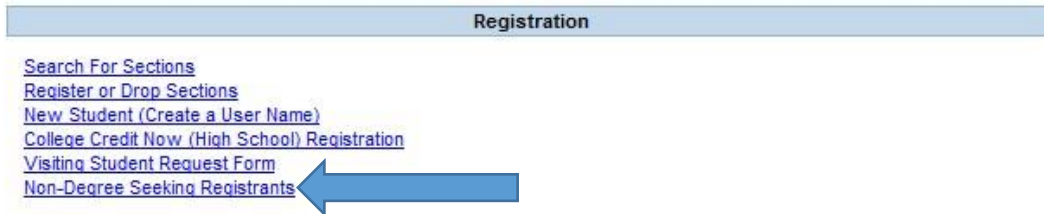
• If you encounter any problems logging in, please contact the Help Desk at 315-498-2999.

Welcome Christopher!

10) Click on Students:

Welcome Christopher! Students

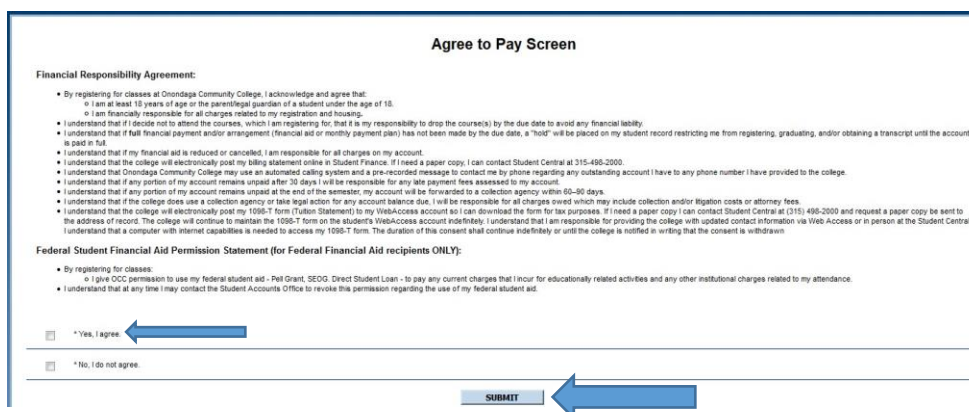
11) Select Non-Degree Seeking Registrants under Registration:



12) Check to make sure you don't have any restrictions stopping you from registering and select OK:



13) Mark Yes, I agree to the Financial Responsibility Agreement and click SUBMIT:



14) Select Express Registration:

Register for Sections

Please choose which type of registration you would like to use:

[Search and register for sections](#)

Use this option if you would like to look for sections, add them to your shopping cart of sections and then register for them.

[Express registration](#)

Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your shopping cart and then register. (Example: MATH*100*01 or Synonym 42765).

[Register for previously selected sections](#)

Use this option if you have already placed sections in your shopping cart and would like to now register.

[Drop sections](#)

Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

SUBMIT

15) Enter the correct Synonym number in the Synonym box, then click submit:

DATE	Synonym
January 2019	127523

Express Registration

Synonym	Subject	Course Number	Section Number	Term
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

16) Choose Register in the Action dropdown box and click the SUBMIT button at the bottom of the page:

Onondaga Small Business Development Center(SBDC) Step-By-Step Registration

Action for ALL Pref. Sections (or choose below)

Shopping Cart Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="text"/>	Continuing Ed Winter 2018	SBD.CE-043-001 (120831) Starting a Sm Bus	Online Course	01/15/2018-	To be Announced		0.00	



17) You'll be taken to a confirmation page – click OK:

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	Comments
Continuing Ed Winter 2018	Registered for this section		SBD.CE-043-001 (120831) Starting a Sm Bus	Online Course	01/15/2018-	To be Announced		0.00	

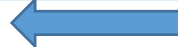
Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	Comments
Continuing Ed Winter 2018		SBD.CE-043-001 (120831) Starting a Sm Bus	Online Course	01/15/2018-	To be Announced			

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	Comments
		You are not currently waitlisted in any courses.						

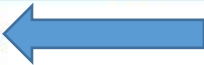
OK



18) After you register – to pay for the course, from the main menu – select View Account and Make Payments from the Financial Information menu:

Financial Information

- [View Account and Make Payments](#)
- [Tuition Refund Schedule](#)
- [View My 1098-T Forms](#)
- [Bank Information\(Not Applicable for Payroll Direct Deposit\)](#)
- [Netnet Payment Plan](#)
- [Self Service Person Proxy](#)
- [Person Proxy Emergency Information](#)




19) Select Community Education Receivable, choose a payment method, and the select Proceed to Payment:

Make a Payment

Select the items that you would like to pay and Choose a Payment Method below

Alert: You will be taken to PayPal to complete your payment. If your payment does not process for any reason PLEASE WAIT 48 HOURS before attempting payment again. Thank You!!

Total Payment : \$35.00 Choose a Payment Method Proceed to Payment 

 Please Note: Amounts Due may include credit amounts.

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Community Education Receivable	ECOM	1/16/2018	\$35.00	\$ <input type="text" value="35.00"/>

Total Amount Due \$35.00

Your bill is now paid!

Thank you for completing these steps!

After these steps have been completed:

- Use the username and password you created to sign into the [Blackboard Management Learning System](#) to participate in this course!