



MSC ONLINE STUDENT REGISTRATION

Go to site: <http://www.msconline.us>

NEW STUDENTS

- Click on the 'Enrolling in Our Courses' link on the left side menu bar.
- Click on the Online Registration Link <https://register.msconline.us>
- Click on Sign Up
- Choose Student from the drop down menu
- Provide your Name, Email Address, Date of Birth, and complete the Captcha, then select the Sign Up button.
- You will receive an email with your temporary password. (You may need to check your spam or junk mail folder for this email.)
- Complete your account registration using the Registration directions below.

RETURNING STUDENTS

- Click on the 'Enrolling in Our Courses' link on the left side menu bar.
- Click on the Online Registration Link <https://register.msconline.us>
- Login with your email and enter your registration password.
- If you do not remember your registration password, enter your email on the bottom and press the 'Reset Password' button.
- You will receive an email with your temporary password. (You may need to check your spam or junk mail folder for this email.)
- Complete your account registration using the Registration directions below.

REGISTRATION

- Once logged in, complete or update the requested information.
- Enter your Parent or Guardian information (If you are under 18, this step is required)
- Select your course(s) from the list.
 - ➔ Click on course name to highlight it, then click the Add button at the bottom of the box.
 - ➔ If a course is added by accident, highlight the course and click the Remove button at the bottom of the box
- Once all the courses you wish to take are in the selected courses box, click the 'Submit Enrollment' button.
- Your enrollment will now be available for your school counselor to approve.
- You (and a parent or guardian, if applicable) will need to communicate with your school counselor to verify your enrollment before the counselor can submit the enrollment request to MSC Online.
- You will receive an email that will provide you with further instructions on how and where to access your course(s). The email will contain a new temporary password to enter the course site. The password should be changed to something you will remember.