VISITING STUDENT: Student will attend a college for a limited number of course(s) without submitting an application for admission.

1) Go to [https://hennepintech.edu](https://hennepintech.edu) and under Current Students, choose Eservices & Schedule.

2) At the bottom of page, under eServices, click on the campus you are attending.
3) You will first need to create a StarID/Student ID for Hennepin Technical College. Click on the **Sign Up Now** link.

**a. What is a StarID?**
A StarID account lets you register for open public courses at any college and university within Minnesota State. Going forward, your StarID will be used to register for classes, check your grades, pay bills and many more features throughout your lifecycle as a Minnesota State student.

**b. What if I already have a StarID account with another Minnesota State college?**
You may login with your StarID and StarID password to access HTC’s online schedule. However, if it has been longer than 90 days since you accessed your account through eServices, you may need to update your StarID password. Click on the **Need Login Help** link on the previous login screen to help you reset your password.

**c. What about my private information?**
To assist the creation of a unique user account, the Minnesota State Colleges and Universities system is asking you to provide information that includes private and/or confidential information under state and federal law.

You are not legally required to provide the information we are requesting; however, we may not be able to process your request for an online account if you do not provide enough information.

With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- To other schools in which you seek or intend to enroll, or are enrolled;
- To federal, state or local officials for purposes of program compliance, audit or evaluation;
- As appropriate in connection with your application for, or receipt of, financial aid;
- To your parents, if you parents claim you as a dependent student for tax purposes;
- If the information is sought with a subpoena, court order, or otherwise permitted by other state, or federal law, and
- To an organization engaged in educational research or an accredited agency.
4) You will see the window below: Create a Minnesota State StarID account. All items indicated with an asterisk (*) are required. This screen has required information: name (first/last), email, and creation of a password. Click Next.
5) The next screen requires Contact information: address, city, state, zip, and a phone number. Click Next.

6) The next screen requires Citizenship information: answering the question “Are you a US Citizen?” Click Next.
7) The next screen requires Residency information: state of residence and length of time lived in that state. Click **Submit**.

8) The student will receive a StarID confirmation. **DO NOT click Continue.** Click Find a Course in the left navigation pane.

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**Confirmation**

**Student Name,**

Your StarID has been generated successfully. Please refer to your email address supplied for a confirmation message and information on maintaining your StarID. Please print this page as confirmation of your StarID for your records.

**StarID:** wx1234yz (*example only*)

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9) If prompted, log in with StarID and StarID password. If not, follow steps 10-15 for registration. You may be trying to register for a course that requires special permission from the instructor. You may still add the course to your Wish List but may need to wait for an override from the instructor. You may find the instructor in the online Employee Directory and may email for permission by providing a copy (unofficial) of your college transcript. Faculty may allow students to register by submitting an electronic override or you may need to contact the OneStop Center for assistance: onestop@hennepintech.edu.
10) Click on **Courses & Registration** in the left navigation pane. A drop-down list will appear.

11) **HOW TO FIND YOUR COURSE:** Click on **Search for a Course**.

- a) Choose the campus attending
- b) Choose the term of registration (ex. Fall 2020)
- c) Choose the subject of the course (ex. ENGL0901 is an English course - look for ENGL rubric)
- d) Click the **Search** button for results

12) A list of offered courses will appear (see screen below).

13) **TO ADD A COURSE TO YOUR WISH LIST:** Click the (+) sign at the far left of the course.
14) You will receive this message (see below). **Click OK** to add the course to Wish List.

15) **Click on Review My Plan** in the left side navigation pane.

16) Any courses that you have added to your wish list will show here, allowing you to register for those courses.

17) **TO REGISTER FOR THE COURSE(S):** Check the ☐ next to each course you wish to register (see below).

18) **Click the Select Course(s) to proceed to Register** button (blue button) to continue.
19) The next screen outlines the contract that students must abide by when registering for any college courses. This statement summarizes that **students are accepting all academic and financial responsibility** for their courses when they choose to register. Visiting students may use Financial Aid at another college they are attending but you are responsible for making sure the courses are paid for at Hennepin Technical College. Financial will only disperse at one college, so payment arrangements must be made or payment of course complete outright in order for classes to be held.

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**Fall 2020**

I hereby certify that I am a student at Hennepin Technical College, and I am aware of the academic and financial obligations required by the terms of my enrollment contract. I understand that I am responsible for my academic and financial obligations and for the successful completion of my courses. I agree to abide by the terms of my enrollment contract, including all policies and procedures established by the college. I understand that I am responsible for my academic and financial obligations and for the successful completion of my courses. I agree to abide by the terms of my enrollment contract, including all policies and procedures established by the college.

I also authorize the college and its agents and contractors to contact me regarding my credit history, including repayment of my debt, at any time in order to make sure that I am in compliance with the terms of my enrollment contract.

If you are in agreement and would like to continue with registration, enter your StarID password for your acknowledgement of the terms.

20) If you are in agreement and would like to continue with registration, enter your StarID password for your acknowledgement of the terms.

21) If you are successful, you will see the message below:

**Registration Results for Hennepin Technical College, Fall 2020:**

**Credit Courses**

- Registration Successful

22) If you receive a Registration Failed message, there could be an issue with you not meeting the Course Prerequisites or a different issue with the course. Please speak with a OneStop Navigator to assist you with your registration issue at onestop@hennepintech.edu.