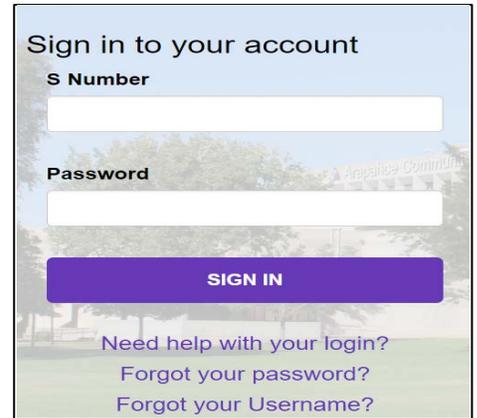
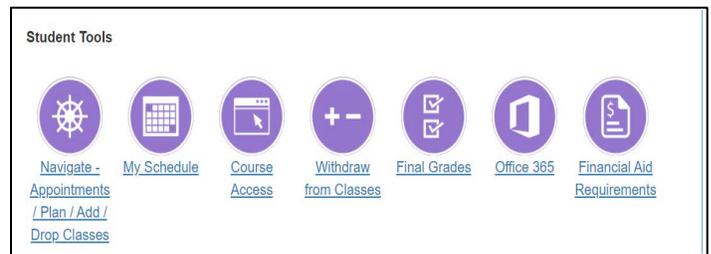


# How to Register for Classes Using Navigate

1. From [ACC Website](https://www.arapahoe.edu/) (Full URL <https://www.arapahoe.edu/>)- on the top left, select myACC.
2. Log in using your student number including the capital S.
  - First time log in: Temporary password = 6 digit birth date: MMDDYY. *If you have not yet logged in, you will be prompted to set up a recovery answer and a new password.*
  - Returning Login: Password you created.
  - Forgot Password? Follow prompts to create a new password.



3. Once you are logged into the portal, click on "Navigate"



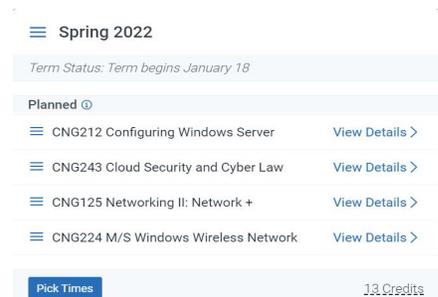
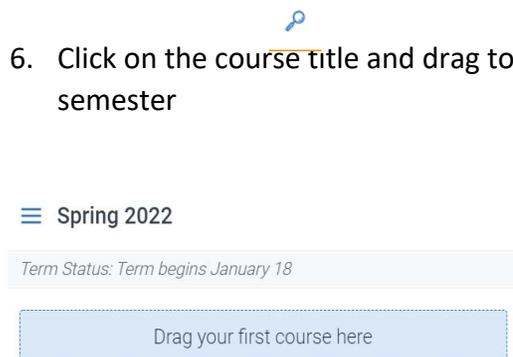
4. Click on 'Planner', located on the top menu bar



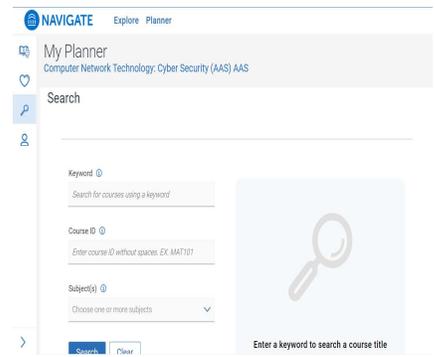
5. Click on 'Add a new term' to begin planning courses for each semester.



6. Click on the course title and drag to the intended semester



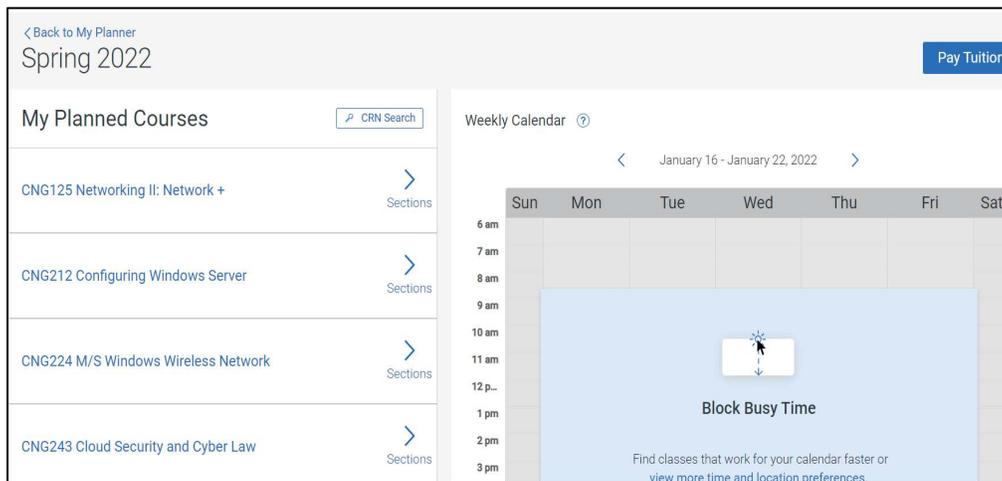
7. Click the Search ( ) tool, type in the course number
  - Search by course stem & number (Ex. ENG 121)
  - Search by course name (Ex. English Composition)



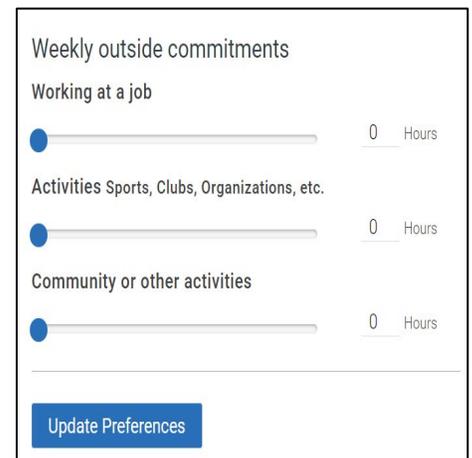
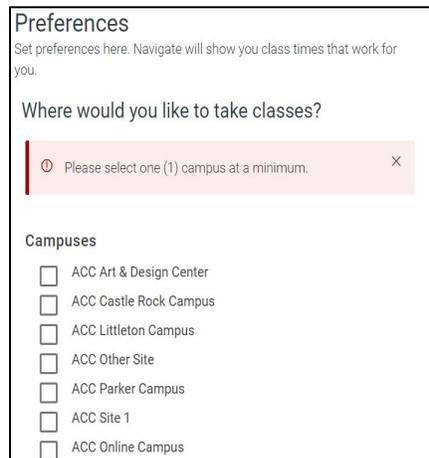
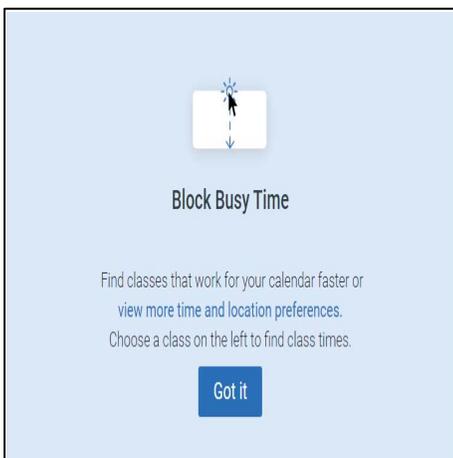
8. Once all courses have been 'planned', click on the 'Register' button. If you have any prerequisite errors, a notification box will show indicating which courses require prerequisites. You can click on 'I'll Fix It Later' to continue scheduling your courses.



9. You are ready to create your class schedule! Select which days/times you would like to attend class.



10. Preferences: Allows you to indicate when you cannot take classes, campus preference and outside commitments.



11. Once preferences are selected, days/times can be selected by each individual course or through 'Quick Schedule'. If you select to schedule each course individually, you will need to drag and drop the course to the calendar to tentatively schedule it. Quick schedule provides multiple options that your planned courses can be taken based upon your preferences.

### Schedule Each Course

Or →

### Quick Schedule

\* If no course availability is showing, select "Conflicting" to see if the course is offered at a different campus or in a different format (i.e. Online).

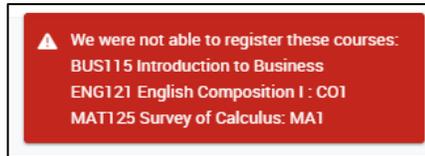
12. Once course days/times are selected, your course schedule will be reflected on your weekly calendar.

\* The error (⚠) indicates that a prerequisite has not been met.

13. Once all courses are tentatively scheduled, click on the 'Register' button.



14. If course registration was not successful, a red notification box will appear.



15. If course registration was successful, a green notification box will appear.



\*Common Registration Errors:

- Prerequisite and Test Error – You have not met the prerequisite for the course either by placement testing or completing the previous course. Go to Advising & Testing to provide proof of prerequisite.
- Corequisite Error – The selected course requires that you enroll in another specific course.
- Instructor Signature Required – You must use a paper registration form and get a signature from the instructor.

Please contact the Advising Department with any questions or concerns:  
303.797.5664 or [advising@arapahoe.edu](mailto:advising@arapahoe.edu)