Registration on the Portal

Before registering on the Portal, you will need "Registration Clearance" from your advisor. So the first step is to meet with your advisor, and they will clear you to register online on the Portal.

Once you have clearance follow the steps below.

1. Go to the Portal (my.quincy.edu) and login using just your username and password.
2. Click on the **Student tab** and there will be two forms for that you will need to fill out; **Personal Information Form** and **Registration Agreement Form**. Click on each form to complete them.
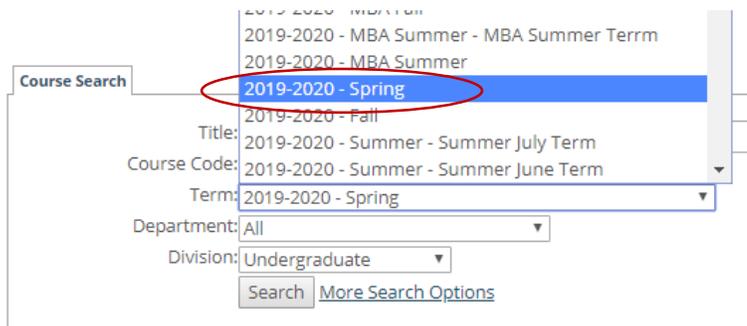3. Once the forms have been filled out, click on **Add/Drop Courses**.

4. Make sure you are on the **correct year and term.** Do **not** pick a term with a sub-term behind it.

5. There are several ways to start on this page. An easy way is to put first three letters of the course you are looking for in the Couse Code> Begins with box. And click the **Search** button. The example below "eng" for an English course has been entered.

6. Click on the small box next to the course you would like and click the **Add Courses** button.

7. Congrats! You have finished registering for courses

To Drop a course

To drop a course just click on the small box in front of the course and click the **Drop Course(s)** button