



MADISON COLLEGE

Early College Achievement Program (ECAP)

Early College Programs

Creating Your Account and Registering for Class

Rev. 07/29/2019

This is a visual guide for high school students registering for early college program classes (dual credit, Start College Now, or youth apprenticeship) at Madison College.

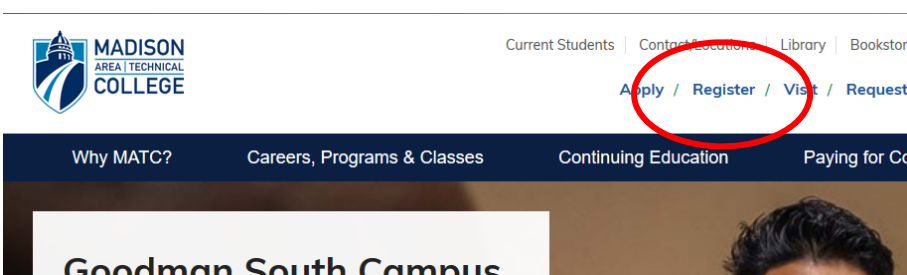
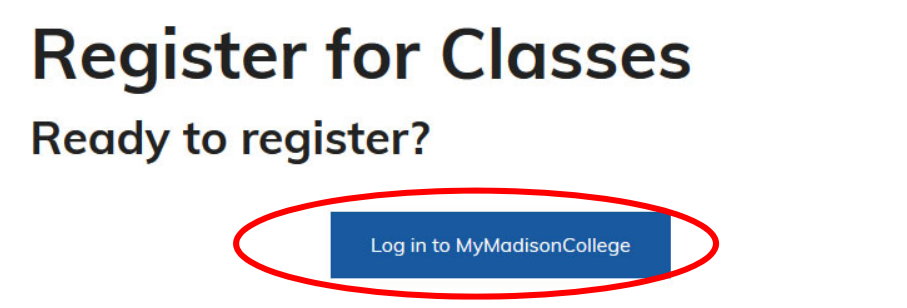
What is the registration process?

In order to register into a Madison College class, students must:

1. Create a student account *online* through our website.
2. Register for class through the myMadisonCollege dashboard.

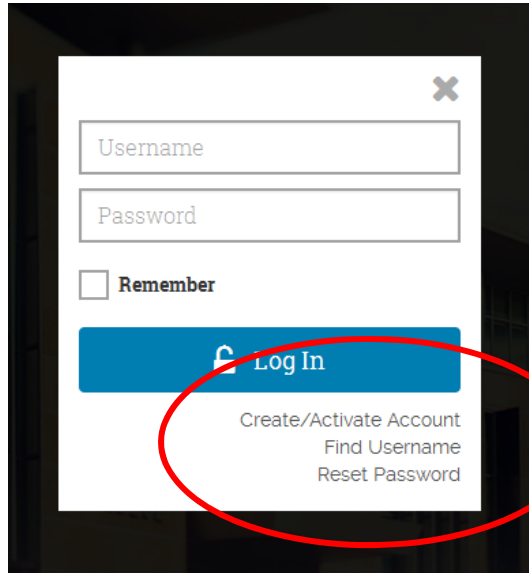
Important notes:

- This process creates the official account with the college – use correct capitalization and spelling. Use your legal name, not a nickname. Pay attention to the details! It is difficult to correct errors like transposed numbers, incorrect spelling, etc. so slow down and pay attention.
- For dual credit classes, enrolling in the high school class is NOT the same as registering for the college section. If you do not complete these steps, you will not receive college credit.
- You will need to remember your student ID number and user name – it stays with you forever! This is your responsibility, not your teacher's... **Write them down!**

<p>Go to the Madison College homepage. Click on REGISTER for classes along the top navigation.</p>	 <p>The screenshot shows the Madison College homepage navigation bar. The 'Register' link is circled in red. Other links include 'Apply', 'Visit', and 'Request'.</p>
<p>Choose the LOG IN TO MYMADISONCOLLEGE.</p>	 <p>The screenshot shows the 'Register for Classes' page. The 'Log in to MyMadisonCollege' button is circled in red.</p>

If you are a brand new student (never taken any class with us), click on the **CREATE/ACTIVATE ACCOUNT**.

If you have previously taken a class with us but can't remember your student ID number or user name, click **FIND USERNAME**.

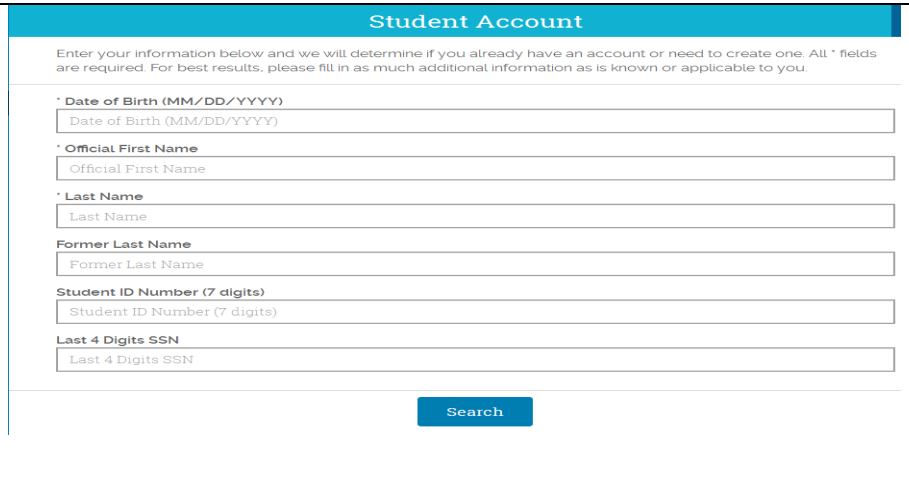


A screenshot of a login interface. At the top, there is a close button (X). Below it are two input fields: 'Username' and 'Password'. A checkbox labeled 'Remember' is positioned below the password field. A blue button with a lock icon and the text 'Log In' is highlighted with a red circle. Below the button are three links: 'Create/Activate Account', 'Find Username', and 'Reset Password'.

Enter as much information as you can; however, date of birth, legal first (not nickname) and last name are the only required fields.

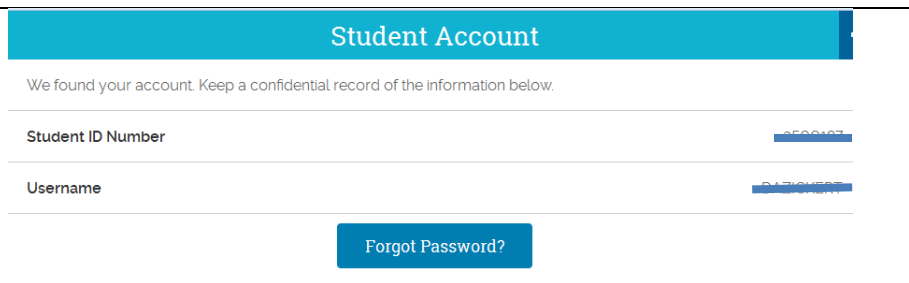
If you know your Social Security Number, you can enter it at this screen, but if you don't know it or don't have one – that's ok! It is not required at this point.

Click **SEARCH** on the bottom.



A screenshot of the 'Student Account' registration page. The title 'Student Account' is at the top. Below it is a note: 'Enter your information below and we will determine if you already have an account or need to create one. All * fields are required. For best results, please fill in as much additional information as is known or applicable to you.' The form contains several fields: '* Date of Birth (MM/DD/YYYY)', 'Date of Birth (MM/DD/YYYY)', '* Official First Name', 'Official First Name', '* Last Name', 'Last Name', 'Former Last Name', 'Former Last Name', 'Student ID Number (7 digits)', 'Student ID Number (7 digits)', and 'Last 4 Digits SSN', 'Last 4 Digits SSN'. A blue 'Search' button is at the bottom.

The system searches and if you have a record with us, provides you the student ID number and username. *If this is you, go to the bottom of page 5 for your next steps).*



A screenshot of the 'Student Account' search results page. The title 'Student Account' is at the top. Below it is a message: 'We found your account. Keep a confidential record of the information below.' The page shows two fields: 'Student ID Number' with the value '5500107' and 'Username' with the value 'D1210587'. A blue button labeled 'Forgot Password?' is at the bottom.

If no record is found, you will be sent to this screen:

Click on the bottom button labeled **CREATE ACCOUNT**.

Student Account

No existing account found. If you believe you have an account revise your search or call [608-246-6210](tel:608-246-6210). Otherwise create an account.

* Date of Birth (MM/DD/YYYY)

* Official First Name

* Last Name

Former Last Name

Student ID Number (7 digits)

Last 4 Digits SSN

Revise Search

Create Account

Fill out all the information correctly. Fields with an * are required. Please pay attention and make sure this information is correct.

Student

Complete the following to create your account. Required fields.

Official First Name*

Middle Name

Last Name*

Name Suffix

Email Address*

Confirm Email Address*

Phone*

Phone Extension

Address Line 1*

Address Line 2

City*

<p>Residency is where you live – not the school you are attending; they may be different.</p> <p>Highest credential received - choose NO CREDENTIAL</p> <p>Highest grade achieved – the grade you were in last year.</p> <p>Click CONTINUE</p>	<p>State* Nothing selected</p> <p>Zip Code* Zip Code</p> <p>Date of Birth (MM/DD/YYYY)* 07/02/1999</p> <p>Gender* Nothing selected</p> <p>SSN Social Security Number (SSN) is required for financial aid and 1098T purposes. Your financial aid and tax reporting documents will be unavailable without your SSN. (SSN is used for record keeping and statistical purposes only and is kept in strict confidence). SSN</p> <p>Ethnicity/Race* Nothing selected</p> <p>Residency* Nothing selected</p> <p>Highest Education Credential Received* Nothing selected</p> <p>Highest Grade Achieved* Nothing selected</p> <p style="text-align: center;">Continue</p>	
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<p>Follow specific rules for the password.</p> <p>Your password must be between 10-25 characters and must contain at least one of the three categories below:</p> <ul style="list-style-type: none"> • Uppercase letters (A-Z) • Lowercase letters (a-z) • Digits (0-9) • Special characters • Your password <u>cannot</u> contain your username, first, last, or middle name <p>Check I agree and click Create Account.</p> <p>After you receive your student ID number and username, click on Login to continue.</p>	<div style="background-color: #00a0c0; color: white; padding: 5px; text-align: center; font-weight: bold;">Student Account</div> <p style="text-align: center;">Complete the following to configure your new Madison College account.</p> <hr/> <p>Create Password* (Password Requirements)</p> <p>Password</p> <p>Confirm Password*</p> <p>Confirm Password</p> <p>Password Recovery Question*</p> <p>Nothing selected</p> <p>Password Recovery Answer*</p> <p>Password Recovery Answer</p> <p><input type="checkbox"/> I agree to the Madison College User Access Agreement.</p> <p style="text-align: right;">Create Account</p>
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You will be taken to the Dashboard screen.

Open the Add/Dropp classes menu and click on **Add/Drop classes** and then **Add Classes/Shopping Cart**.

Make sure the appropriate term is displayed at the top; if not, use the chevron to the right to change it.

Add the 5 digit section number provided by your teacher and click on the **ADD** button to add classes

The next screen will confirm the class information.

Put a checkmark in front of all the classes for which you want to register; click on **ENROLL**.

If you have more classes to choose and know the section number, go back to the step above and repeat as needed.

Select Validate to have the system check for possible conflicts prior to enrolling.

Add by Class Number

Class Number

Search Planner Validate **Enroll** Delete

Filter items...

Shopping Cart Classes

College & Career Readiness

COLLSUCC 10890123-9003 (34333)
 Days/Times: TBA
 Room: New Glarus High School-Dual Cr
 Instructor: Julie Martin
 Units: 3
 Status: Open

Click on the Terms and Conditions link and read the information.

Check the "I agree" then click on the blue **Enroll** button.

Review Enrollment Terms and Conditions ✕

Wait! Before confirming enrollment, please review the [Terms and Conditions](#).

I agree

Enroll Decline

You will receive a confirmation screen and you're done!

View Results

Results

✔ 00710007110

Success: This class has been added to your schedule.

Okay

START COLLEGE NOW STUDENTS

If you get a message stating you do not meet the prerequisites, please call the Early College Programs office at (608) 243-4595 and they will help you identify the reasons and your next steps.

After you have successfully enrolled in your class/es and the system refreshes overnight, you will receive a To-Do item in your myMadisonCollege dashboard regarding the annual data collection requirement.

All students will have to submit this demographic information annually.

Please provide this information so we can serve you better.

*Do you have a disability?

No

*What is your current military status?

Active duty

*Highest Educational Credential Received

GED

*Highest Grade Achieved

12th Grade

*Ethnicity/Race

*Marital Status

Separated

*Month and Year of High School Graduation or GED

MM YYYY

[Definitions](#)

*Work Status

Employed, part-time

*Economically Disadvantaged

No

Submit