

PROCEDURE TO ACCESS STUDENT WEB AND REGISTER FOR CLASSES

- 1. On the Concord University homepage, select the MyCU link under Quick Access at the top right of the page. (You can also login to MyCU using the link beneath the search box)**
- 2. Enter Concord University username, your username is the same as your Concord University email without @mycu.concord.edu. For example if your Concord University email address is jonesm05@mycu.concord.edu, your username would be jonesm05**
- 3. Enter Concord password. Your password is the same as that used for your Concord University email**
- 4. Once logged in, select the Student tab from the horizontal navigation menu.**
- 5. Look for the section titled “Registration Tools” located in the column to the left of the page, at the bottom.**
- 6. Click the Add or Drop class link**
- 7. Select the Term**
- 8. Enter Advising PIN**

For registration in courses you will need to have your advising PIN that will be obtained from your advisor each semester. You will be denied access if you try to use a PIN from a prior semester. No first time student (either freshman or transfer) will have a PIN the first semester of attendance.