



SELF-SERVICE REGISTRATION

QUICK START GUIDE for STUDENTS

- 1.) **Create a password at RESET.MARTINCC.EDU.**
- 2.) **Sign In to SELF-SERVICE at SS.MARTINCC.EDU.**
- 3.) **Choose STUDENT PLANNING.**
- 4.) **Go to MY PROGRESS.**
- 5.) **Select a course which is NOT STARTED.**
- 6.) **VIEW AVAILABLE SECTIONS.**
Be sure you select the appropriate term.
- 7.) **ADD a SECTION TO your SCHEDULE.**
A confirmation will appear at the top of the screen.
- 8.) **Repeat this process until all your sections are planned.**
- 9.) **Go to PLAN AND SCHEDULE.**
- 10.) **Choose the ADVISING tab and click REQUEST REVIEW.**
Your advisor will be notified of your request.
If your advisor approves your choices, register online.
Or, meet with your advisor to review your plan and register.