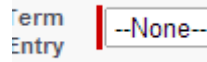


HCA REGISTRATION TUTORIAL

STARTING THE PROCESS/APPLYING for the HCA

1. Go to the HCA application:
<http://united.force.com/HispanicChristianAcademyApplication>
This is found on the united.edu web page under "Hispanic Christian Academy".
Click on "Start HCA Application".

2. Make sure all required fields are filled in. Required fields are marked with a red



line:

3. Once the form is completed, click "Submit" at the bottom of the page. Keep in mind that **every time** you submit an application, a \$25 non-refundable application fee will be applied.
4. Students will need to wait to be confirmed before moving on to registering for courses.
5. Once the HCA Coordinator has confirmed the student, they will receive two emails in their personal email account.
 - a. First email: "Bienvenida y Primer Paso/Welcome and First Step"
 - This email gives students **directions** to their new United email account.
 - b. Second email: new United credentials
 - Students are sent an email giving them their **credentials** to their new United email account (mail.united.edu).
6. Students will need to access their United email accounts (mail.united.edu). Here they will be sent another email.
 - a. Third email: "Siguietes Pasos/Next Steps"
 - This email outlines the next steps students will need to take.
7. Students need to access the Single Sign On (SSO) page from which they can access all necessary pages. (login.united.edu)
 - a. Use the set of credentials provided.



8. Students will need to register.
 - a. To register, please follow the steps in the following section titled "REGISTRATION".
 - b. Students can update their personal information here as well.
 - c. To Drop, Add or Withdraw from a course, students will need to follow the same basic process.

9. Students are STRONGLY encouraged to complete either the "HCA Curso de Orientación Online" for Spanish speakers or the "Online Student Orientation" for English speakers before beginning their first course.
 - a. This course will be open two weeks before the beginning of the term.
 - b. Students are automatically enrolled in this course when they register.
 - c. Students can access this course by clicking on the "United Online Logon" button from the Single Sign On page.
 - Under the drop-down menu button "Courses", students can then click on the course name.

REGISTRATION

1. From the Single Sign On page (login.united.edu) students can click on the "Student Portal" button.



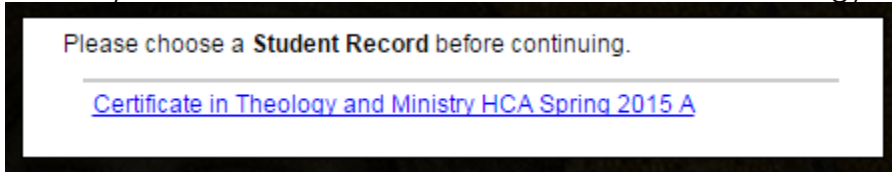
Or from the United Online page (where you access your course) students can go directly to the student portal by clicking on the arrow button:



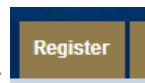
2. The following is the home page for the student portal:



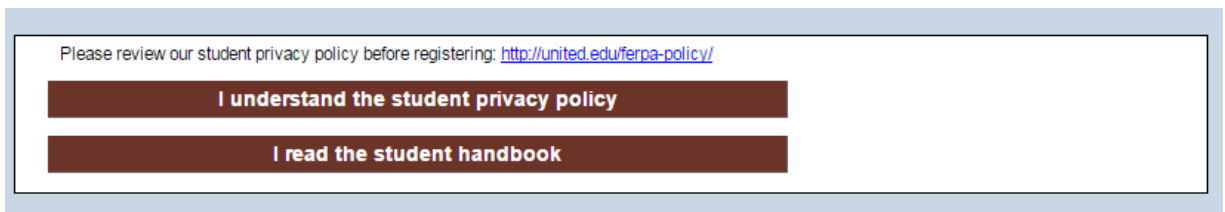
3. First they will need to click on the link "Certificate in Theology and Ministry..."



4. They will need to click on the "Register" tab:



5. The following will appear:



- Click on the blue link: <http://united.edu/ferpa-policy/> It will open a new tab in your browser. Read through the FERPA policies.
- Then go back to the student portal page and click the two red buttons (as you see them in the picture above).

6. They will need to select the term:

inator at HCA.info@united.edu.

Term: --None--

Cour: Keyv

Faculty Name:

Search

And then click "Search".

7. Click on the "Add" circle to select the course you are registering for:

ction Name ▲	Course Title	ROC	Meeting Information	Faculty	Enrolled / Capacity	CEUs	View Syllabus	Select One
BIB101 ction 1 HCA Fall 14 A	Biblia 101: Exégesis y Hermenéutica Bíblica	Northwest Texas	Online	Daniel Pupo	0 / 20	2.4	Contact Professor	<input type="radio"/> Add
	Bible 101: Biblical Exegesis & Hermeneutics							

And click "Register".

8. Click "Register" again once you have confirmed that the course that is displayed is the one you wish to register for.
9. It gives another opportunity to confirm the registration by clicking on "Yes, Add":

Para agregar este curso, haga "click" en "Yes, Add". Para cancelar, haga "click" en "No, Cancel."

¡Importante! El registro de este curso solo puede ser aprobado por el/la Coordinador(a) de la HCA.

No puede tomar más de dos clases por período.

Si usted se está registrando a través de un ROC, tenga en cuenta que usted es responsable de pagar su porción de la matrícula a su ROC. Si usted se está registrando individualmente, tenga en cuenta que el pagar toda la matrícula es su responsabilidad.

To add this course offering to your schedule, click "Yes, Add" or "No, Cancel" to cancel.

Important! The registration for this course can only be approved by the HCA Coordinator.

You may not register for more than two courses per term.

If you are registering under an ROC, keep in mind that you are responsible to pay your ROC for your portion of the tuition. If you are registering as an individual, keep in mind that you are responsible to pay the full tuition/registration fees.

Yes, Add No, Cancel

10. You will then need to click "Continue" to complete the request for registration. In rare cases students could proceed immediately to registering for another course.

11. Remember that at this point, the HCA Coordinator will need to approve the request to formally register the students.
12. Within a few days, students should have access to the course page, but the course will not be available until the start date.

REGISTRATION CHECKLIST

	I applied.
	I received two instructional emails from United (If not, contact the HCA Coordinator).
	I received my credentials.
	I have recorded my credentials where I can find them.
	Registration is complete.
	I completed the OSO (Online Student Orientation Course).
	I checked my United email account.
	I have my textbook.