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: “Siguientes 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/](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:

   ![Term selection](image)

And then click “Search”.

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

   ![Course selection](image)

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”:

   ![Confirmation](image)

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.

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**REGISTRATION CHECKLIST**

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>I applied.</td>
<td></td>
</tr>
<tr>
<td>I received two instructional emails from United (If not, contact the HCA Coordinator).</td>
<td></td>
</tr>
<tr>
<td>I received my credentials.</td>
<td></td>
</tr>
<tr>
<td>I have recorded my credentials where I can find them.</td>
<td></td>
</tr>
<tr>
<td>Registration is complete.</td>
<td></td>
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<tr>
<td>I completed the OSO (Online Student Orientation Course).</td>
<td></td>
</tr>
<tr>
<td>I checked my United email account.</td>
<td></td>
</tr>
<tr>
<td>I have my textbook.</td>
<td></td>
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