



# ONLINE REGISTRATION STEP-BY-STEP

# 1

**Log onto**  
www.sac.edu (SAC)

# 2

Click on *Register*  
**located on the top right corner.**

# 3

**Click on the tab entitled**  
**Online Records to register.**

# 4

**For Online Records,**  
**enter** your Student ID .....  
123456789 (for example)  
(can use your social security number to  
access I.D – it will be hidden)  
**then enter** your PIN Number ....  
0688 (for example)  
(your PIN = birth month + last 2 digits of birth  
year—for example June 1988 = 0688)  
**then click on Enter**  
**when finished.**

# 5

**Under Registration, click**  
**on Course Registration.**

# 6

**Choose correct term**  
→ **SPRING**  
**SUMMER**  
**FALL**

**There are two ways to add a class:**

by entering a ticket number or  
by “looking up” the class.

When you are ready to register  
for a specific class,  
click the Add Now box.

# 7

If the class is full, the computer  
will ask you if you want to be  
on the Wait List.  
If yes, click the Wait List Box.  
If you do not wish to be on a  
wait list, click on Cancel.

To drop a class,  
click on the Drop Now box.

Suggestion:  
Remember to pay fees  
and print a copy if possible.

# 8

**PAY FEES** – Pay with a credit  
card immediately after verifying  
class schedule.

# 9

Once you are finished adding  
or dropping your class(es),  
remember to click on LOGOUT.  
Logout is located in the upper  
left hand corner of the screen.

# ?

Registration questions?  
Call (714) 564-6017 (SAC)  
Counseling questions?  
Call (714) 564-6100 (SAC)