

How To Register Online

No lines. No waiting. Just click, pay and enjoy! **Complete steps 1–3 Now!**

Step 1: Do you have a Tri-C student number (S-Number)?

- **Yes, and I got it within the past year:** Proceed to Step 2.
- **Yes, but I got it more than a year ago:** Complete the online noncredit registration form to update your profile and activate your S-Number before registering. Visit tri-c.edu/NCRRegistration.
- **No:** Complete the online noncredit registration form to receive your S-Number. Visit tri-c.edu/NCRRegistration.



Step 2: If yes in Step 1, check your profile status:

Visit <https://portal2.tri-c.edu/UserStatus>, and enter your S-Number and password.

Use your student email, which starts with your S-Number (e.g., S12345678@acad.tri-c.edu).

Step 3: Do you have a password?

- **Yes:** Proceed to Step 4.
- **Yes, but I don't remember it:**
 - Go to <https://portal2.tri-c.edu/UserStatus>
 - Click "Reset Password" and follow the prompts.
 - Log in to confirm your new password.
- **No:**
 - Go to <https://portal2.tri-c.edu/UserStatus>
 - Click "Change Your Password" and follow the prompts.
 - (Note: Your "old" password is your DOB in M/D/YYYY format.)
 - Create a new password, then log in to confirm.

Step 4: Select your courses.

Paying by check? Complete Steps 1–3, then visit a campus Enrollment Center to register and pay.

Paying by credit card? Follow the instructions below. **Please note: There is a 2.25% service fee for credit card payments.*

Before you begin: Make sure you have your course selections, S-Number and password ready. You'll need the CRN and course title for each course.

Step 5: Let's get registered!

- Go to tri-c.edu/encore.
- Choose your desired location or program area.
- Click the Bundle button or choose your course by clicking on the course name.
- Click "Add to Cart" on the bundle page.
 - If you are registered for another bundled session (Winter or Spring), click "Keep Shopping".
 - Then select the Course Bundle from the ribbon.
 - Enter "Encore Bundle" in the search box.
 - Follow the above bundled steps.
- Select your desired courses.
- Click "Continue" at the bottom of the screen.
- Sign in to your account using your S-Number and password.

View full course descriptions and register online at tri-c.edu/encore.

Step 6: Set up your authentication.

Once your password is established, you will be required to set up multi-factor authentication (MFA) to access certain Tri-C applications and tools. Federal regulations require the College to use MFA. Visit tri-c.edu/encoremfa for detailed instructions, and contact the Tri-C Help Desk with any questions at 216-987-4357 or HelpDesk@tri-c.edu.

In order to authenticate, enter your student email address (S#@acad.tri-c.edu) and your password. A code will appear on the screen. If you have the app, use this code. If not, click "I cannot use the app right now." You will then be able to send yourself a code via a phone call, text message or email.

Step 7: Make your payment.

- Choose "Credit Card" as your payment method.
 - Enter your card information.*
 - Click "Submit," then wait for the confirmation screen. You'll receive an email once your registration and payment are processed.
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Step 8: Watch for your welcome email.

A welcome email with class logistics will be sent two to three business days before the course start date.

How To Register In Person

You may register in person and pay by check or money order at any campus Enrollment Center. **Be sure to complete Steps 1-3 above before visiting the Enrollment Center.**

See tri-c.edu/enrollment-center for hours and locations.

*Important Payment Information

Effective July 15, 2014, a 2.25% service fee will apply to all payments made by credit card for Cuyahoga Community College credit and noncredit tuition, fees and other student account charges.