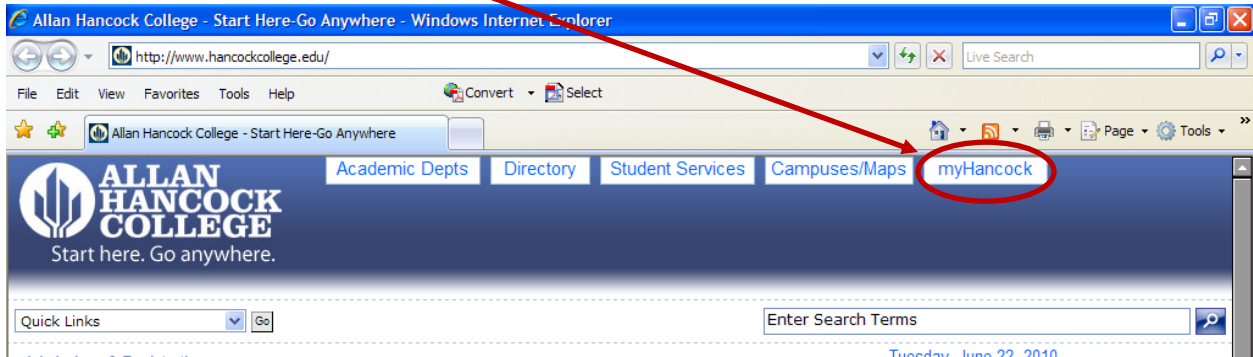


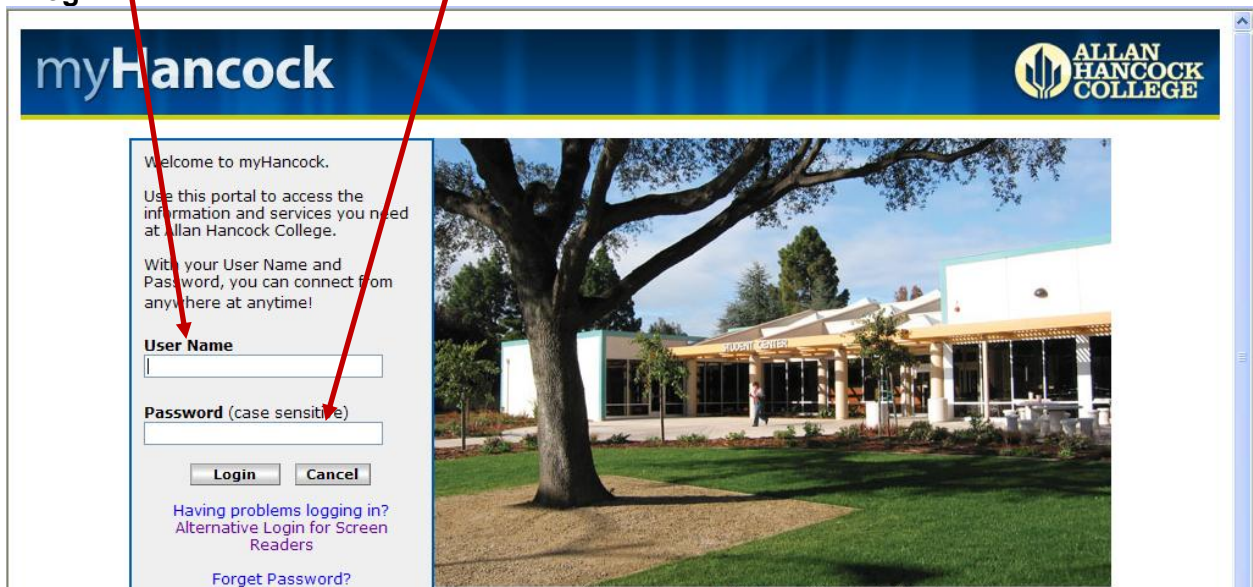
Online Registration Using Authorization Add Codes

1. Open **myHancock** by clicking the link in the top right corner of the Allan Hancock College homepage.

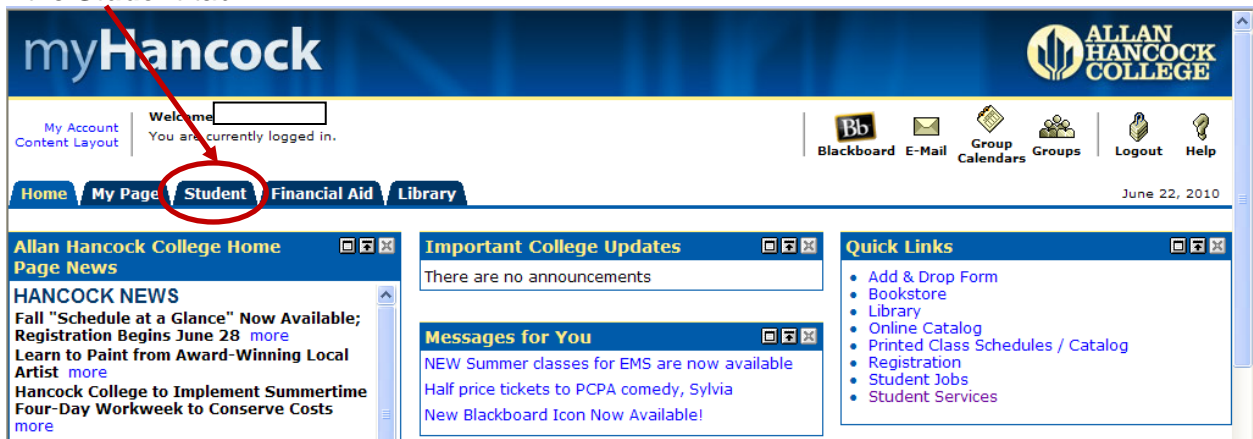


2. Enter **user name and password** in the login boxes. **NOTE: Your password is case sensitive and includes both capital and lowercase letters.**

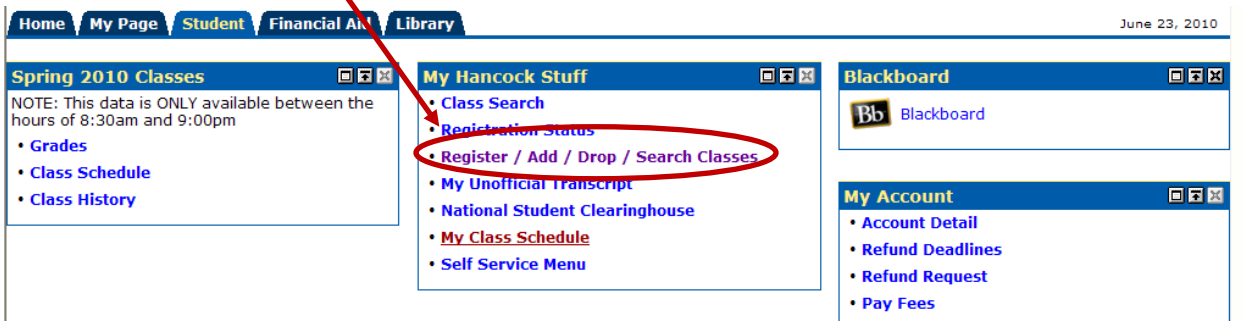
Click **Login**.



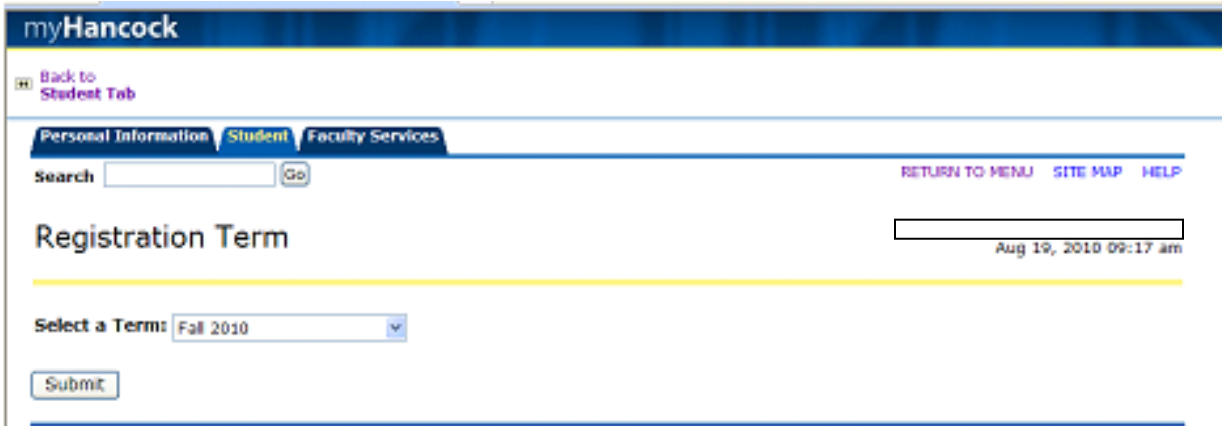
3. Click the **Student** tab.



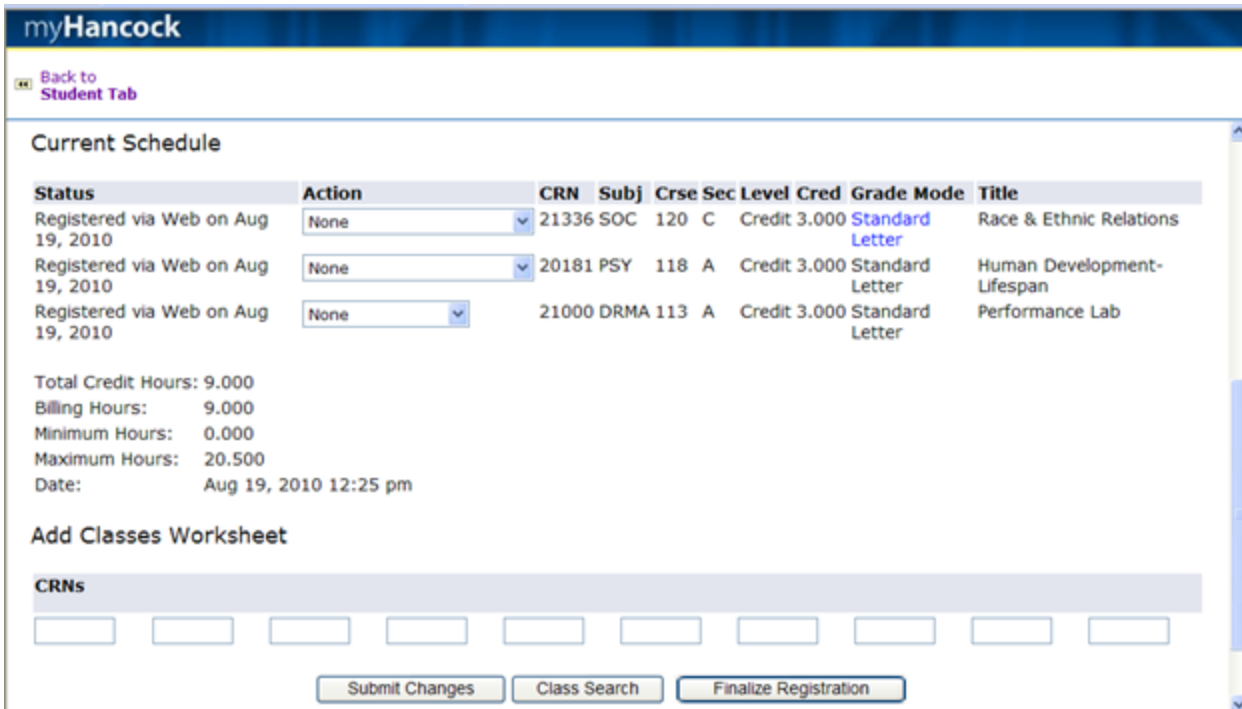
4. Click **Register / Add / Drop / Search Classes**.



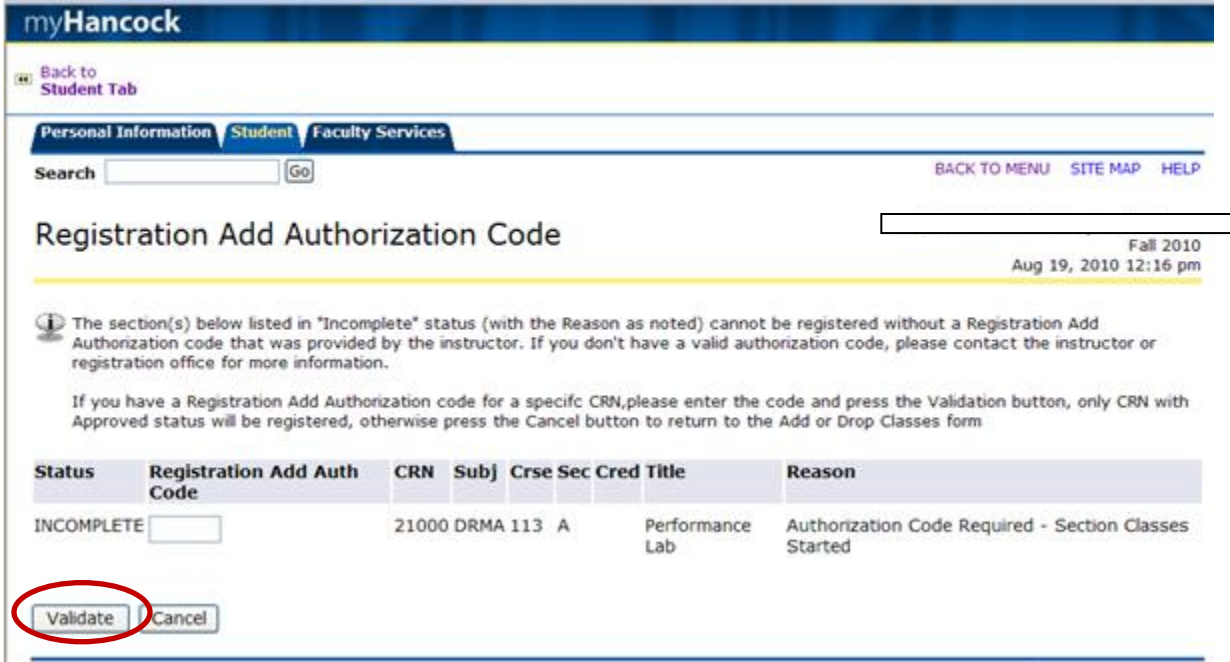
5. Select Term and Submit



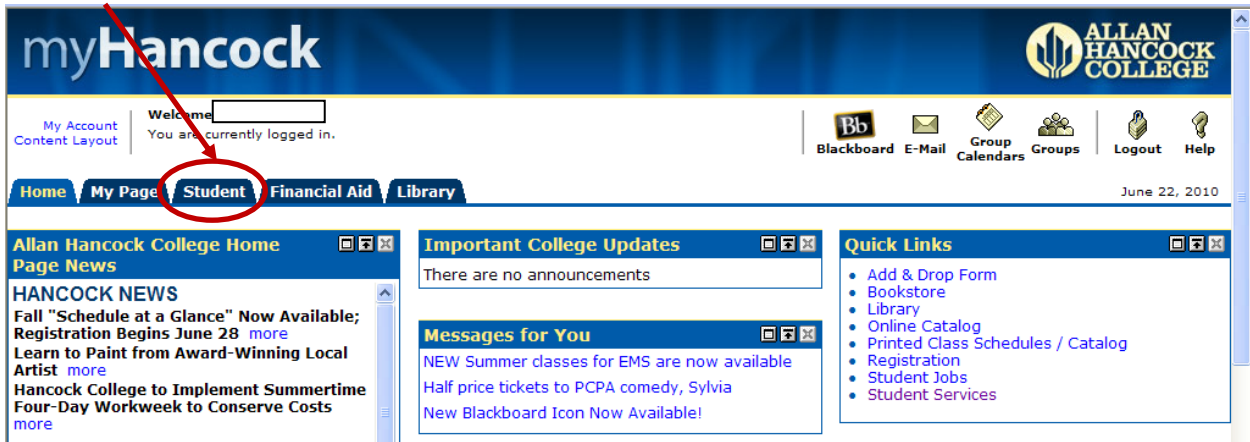
6. To register, enter the 5-digit **CRN number** for the selected class(es) in the box under Add Classes Worksheet, click **Submit Changes**.



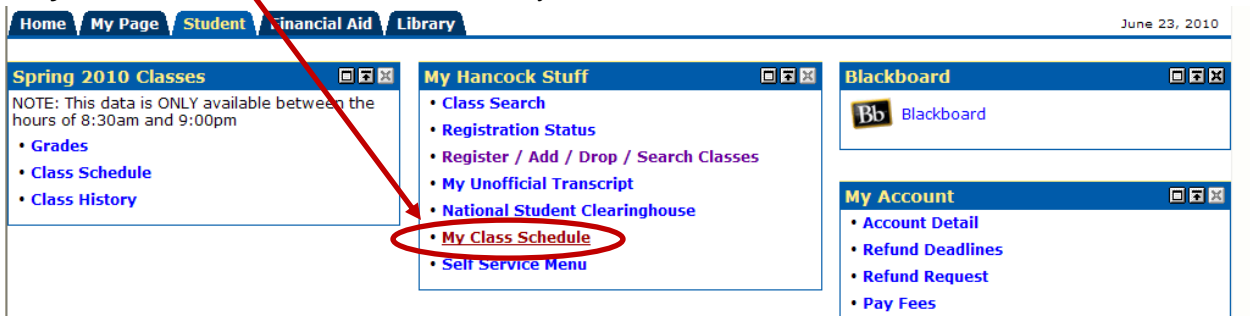
- 7. You will be asked for an Authorization Add Code, enter the code in the box and click on **Validate**.



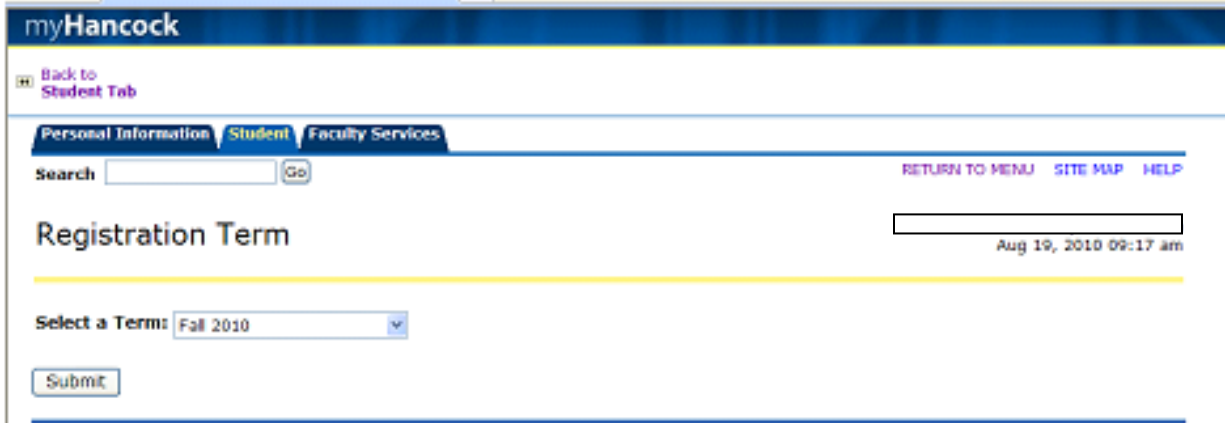
- 8. If the code was validated the class is added to your schedule, then click on **Finalize Registration**.
- 9. To print your class schedule, go back to the **Student** tab.



- 10. Click **My Class Schedule** found under the My Hancock Stuff channel.



11. Select Term and Submit



12. Click **Print Page** to print a copy

