ONESTOP
Find your answers.
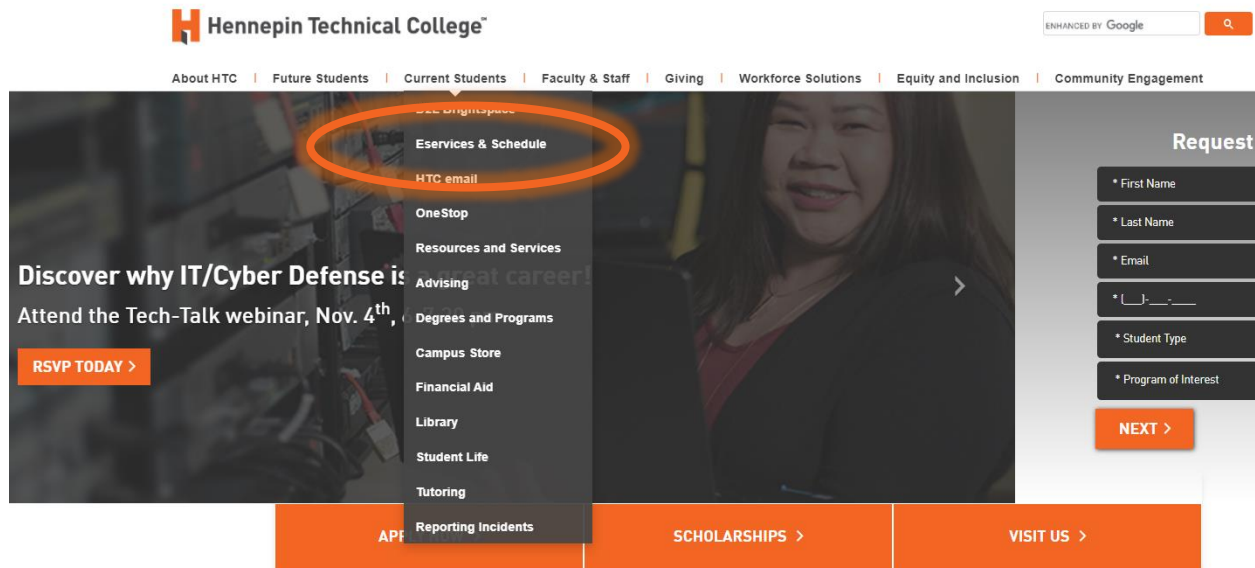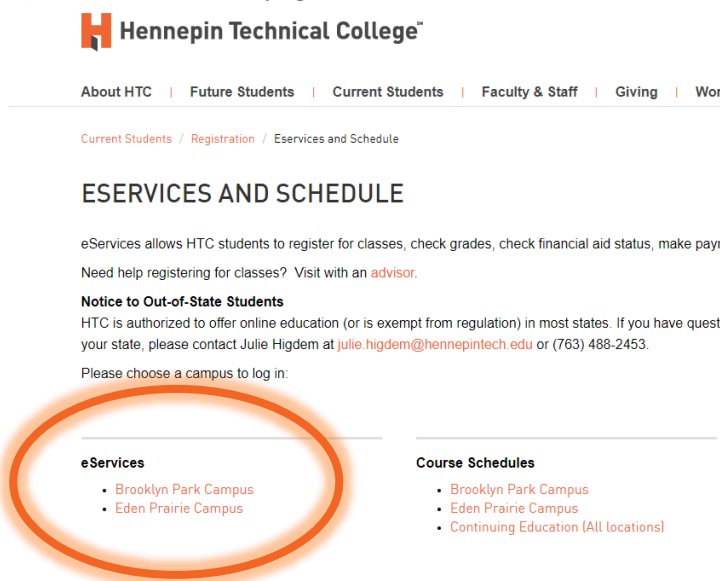
HOW TO create a **StarID and Register as a Visiting Student**

VISITING STUDENT: Student will attend a college for a limited number of course(s) without submitting an application for admission.

1) Go to https://hennepintech.edu and under **Current Students**, choose **Eservices & Schedule**.

2) At the bottom of page, under **eServices**, click on **the campus you are attending**.

3) You will first need to create a StarID/Student ID for Hennepin Technical College. Click on the **Sign Up Now** link.

a. **What is a StarID?**
A StarID account lets you register for open public courses at any college and university within Minnesota State. Going forward, your StarID will be used to register for classes, check your grades, pay bills and many more features throughout your lifecycle as a Minnesota State student.

b. **What if I already have a StarID account with another Minnesota State college?**
You may login with your StarID and StarID password to access HTC's online schedule. However, if it has been longer than 90 days since you accessed your account through eServices, you may need to update your StarID password. Click on the *Need Login Help* link on the previous login screen to help you reset your password.

c. **What about my private information?**
To assist the creation of a unique user account, the Minnesota State Colleges and Universities system is asking you to provide information that includes private and/or confidential information under state and federal law.

You are not legally required to provide the information we are requesting; however, we may not be able to process your request for an online account if you do not provide enough information.

With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate eduational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent:
- To other schools in which you seek or intent to enroll, or are enrolled;
- To federal, state or local officials for purposes of program compliance, audit or evaluation;
- As appropriate in connection with your application for, or receipt of, financial aid;
- To your parents, if you parents claim you as a dependent student for tax purposes;
- If the information is sought with a subpeona, court order, or otherwise permitted by other state, or federal law, and
- To an organization engaged in educational research or an accredited agency.

4) You will see the window below: Create a Minnesota State StarID account. All items indicated with an asterisk (*) are required. This screen has required information: name (first/last), email, and creation of a password. Click **Next**.

Student e-services

Find a course

Campus links

Registration Agreement

Course Scheduler

Continuing Education Registration

Campus Store

HTC Home

Create a Minnesota State StarID account

- What is a StarID account?
- I already have a Minnesota State StarID.
- I have questions about information privacy.

- First name is required. Please enter.
- Confirmation email address format is invalid. Please re-enter.
- Password entered doesn't meet the rules.

| Personal Information | Contact | Citizenship | Residency |

Personal Information

Fields marked with an asterisk are required to submit the form.

* First name

Middle name

* Last name

Suffix — Jr., Sr., etc.

Birthday — mm / dd / yyyy

Social Security Number — Example: 123460101

* Email — example@website.com

* Re-enter email — example@website.com

* Password

* Re-enter

Passwords must be at least 8 characters long and must contain at least three of these types of characters: uppercase, lowercase, numbers or special characters. Passwords may not include your name.

← Previous   Next →

5) The next screen requires Contact information: address, city, state, zip, and a phone number. Click **Next**.

Personal Information | Contact | Citizenship | Residency

Contact

* Country	United States of America
* Address 1	Street address
Address 2	
* City	
* State or Province	Minnesota
* Zip	Zip +4
County	
* Phone	Example: 6125551212
Mobile	Mobile phone, if different than above

← Previous   Next →

6) The next screen requires Citizenship information: answering the question "Are you a US Citizen?" Click **Next**.

- Address line 1 is required. Please enter.
- City is required. Please enter.

Personal Information | Contact | Citizenship | Residency

Citizenship

This information is required to determine residency for tuition.

* Are you a US Citizen?   ○ Yes ○ No

← Previous   Next →

7) The next screen requires Residency information: state of residence and length of time lived in that state. Click **Submit**.

8) The student will receive a StarID confirmation. **DO NOT click Continue**. Click Find a Course in the left navigation pane.

9) If prompted, log in with StarID and StarID password. If not, follow steps 10-15 for registration.

You may be trying to register for a course that requires special permission from the instructor. You may still add the course to your Wish List but may need to wait for an override from the instructor. You may find the instructor in the online Employee Directory and may email for permission by providing a copy (unofficial) of your college transcript. Faculty may allow students to register by submitting an electronic override or you may need to contact the OneStop Center for assistance: onestop@hennepintech.edu.

10) Click on **Courses & Registration** in the left navigation pane. A drop-down list will appear.

Student e-services

- Dashboard
- Home
- Account Management
- Courses & Registration ← **4**
- Search for a Course ← **5**
- Review My Plan
- View/Modify Schedule
- Quick Add (Register)
- Registration Holds
- Registration Access Code
- Registration Window
- Registration Log
- Academic Records
- Financial Aid
- Bills and Payment
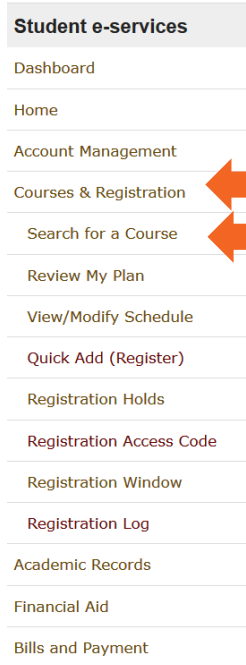
11) *HOW TO FIND YOUR COURSE:* **Click on Search for a Course.**

Search

* Required field

* College/University: Hennepin Technical College

Campus: Hennepin North TC, Brooklyn Park ← **a**

* Semester: Spring 2020 (Jan - May) ← **b**

Subject: ← **c**   Course Number [ ] (Example 1100)

Course ID #: [ ] (Example 004390)

Display: ⦿ Open + Waitlist Eligible Courses ○ Open Courses Only ○ All Courses

Delivery Method: ⦿ All ○ In Person ○ Completely Online ○ Blended/Hybrid ○ Mostly Online

⌄ Expand/Collapse for Advanced Search

[Search >] [Clear] ← **d**

a) Choose the campus attending
b) Choose the term of registration (ex. Fall 2020)
c) Choose the subject of the course (ex. ENGL0901 is an English course- look for ENGL rubric)
d) Click the **Search** button for results

12) A list of offered courses will appear (see screen below).

My Plan for Fall 2020

| Wish List: 0 | Wait List: 0 | 📅 Registered: 0 | ⬇ |

< Search   Continue to Review My Plan >

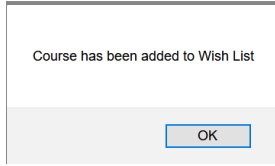Search Results for **Fall 2020**

<< first < prev **1** next > last >>   Showing courses 1 - 38 of 38   [50 ⌄] per page   Filter by [Instructor ⌄] : [ ]

Add Equivalent Waitlist	ID #	Subj▲	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
⊕ ⦿ ☑	000292	ENGL	0901	01	Reading Techniques	08/24 - 10/12	M W	9:00am - 11:50am	3.0	Open	Larson, Michael	Blended/Hybrid	📍
⊕ ⦿ ☑	000293	ENGL	0901	03	Reading Techniques	08/25 - 10/13	T Th	1:00pm - 3:50pm	3.0	Open	Larson, Michael	Blended/Hybrid	📍
⊕ ⦿ ☑	000295	ENGL	0901	51	Reading Techniques	08/24 - 10/12	M W	6:00pm - 8:50pm	3.0	Open	Larson, Michael	Blended/Hybrid	📍
⊕ ⦿ ☑	000296	ENGL	0921	01	Applied Reading Techniques	10/13 - 12/17	T Th	9:00am - 11:50am	3.0	Open	Larson, Michael	Blended/Hybrid	📍
⊕ ⦿ ☑	000297	ENGL	0921	13	Applied Reading Techniques	10/19 - 12/16	M W	9:00am - 11:50am	3.0	Open	Larson, Michael	Blended/Hybrid	📍
⊕ ⦿ ☑	000298	ENGL	0921	17	Applied Reading Techniques	10/20 - 12/17	T Th	1:00pm - 3:50pm	3.0	Open	Larson, Michael	Blended/Hybrid	📍
⊕ ⦿ ☑	000299	ENGL	0921	51	Applied Reading Techniques	10/19 - 12/16	M W	6:00pm - 8:50pm	3.0	Open	Russell, Dena	Blended/Hybrid	📍
⊕ ⦿ ☑	000331	ENGL	0930	01	Fundamentals of Writing	08/24 - 12/16	M W	1:00pm - 2:50pm	4.0	Open	McGinley Myers, Robert		📍
⊕ ⦿ ☑	000332	ENGL	0935	01	Fundamentals of Writing Plus	08/25 - 12/17	T Th	9:00am - 11:50am	6.0	Open	McGinley Myers, Robert		📍

13) *TO ADD A COURSE TO YOUR WISH LIST:* **Click the** (**+**) **sign** at the far left of the course.

Add Equivalent Waitlist	ID #	Subj▲	#	Sec	Title	
⊕ ⦿ ☑	000292	ENGL	0901	01	Reading Techniques	
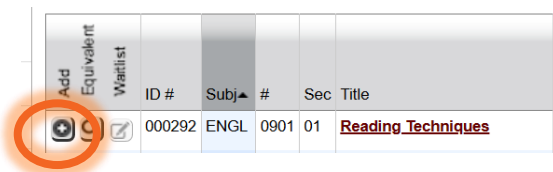
14) You will receive this message (see below). **Click OK** to add the course to Wish List.

Course has been added to Wish List

OK

15) Click on **Review My Plan** in the left side navigation pane.

Student e-services

Dashboard

Home

Account Management

Courses & Registration

   Search for a Course

   Review My Plan

   View/Modify Schedule

   Quick Add (Register)

   Registration Holds

   Registration Access Code

   Registration Window

   Registration Log

Academic Records

Financial Aid

Bills and Payment
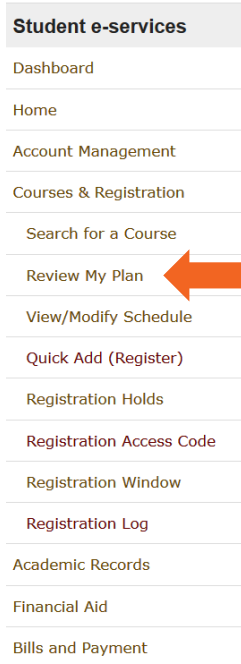
16) Any courses that you have added to your wish list will show here, allowing you to register for those courses.

Review My Plan

New Search

Fall 2019 | Spring 2020 | Fall 2020

Hennepin Technical College   Plan was last changed 3/24/2020 at 8:36 AM

Wish List (1)   Your registration window is currently **open**. Registration Window Close Date/Time: 8/28/2020 12:00 AM

	ID #	Subj	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
☐	000292	ENGL	0901	01	Reading Techniques	08/24 - 10/12	M W	9:00am - 11:50am	3.0	Open	Larson, Michael	Blended/Hybrid	📍

Select Course(s) to proceed to Register   Remove Selected Course(s) from Wish List

17) *TO REGISTER FOR THE COURSE(S):* Check the ☐ next to each course you wish to register (see below).

Review My Plan

New Search

Fall 2019 | Spring 2020 | Fall 2020

Hennepin Technical College   Plan was last changed 3/24/2020 at 8:36 AM

Wish List (1)   Your registration window is currently **open**. Registration Window Close Date/Time: 8/28/2020 12:00 AM

	#	Subj	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
☑	00 292	ENGL	0901	01	Reading Techniques	08/24 - 10/12	M W	9:00am - 11:50am	3.0	Open	Larson, Michael	Blended/Hybrid	📍

Select Course(s) to proceed to Register   Remove Selected Course(s) from Wish List

18) Click the **Select Course(s) to proceed to Register** button (blue button) to continue.

Select Course(s) to proceed to Register
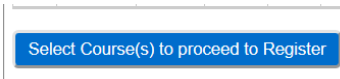
19) The next screen outlines the contract that students must abide by when registering for any college courses. This statement summarizes that *students are accepting all academic and financial responsibility* for their courses when they choose to register. Visiting students may use Financial Aid for their home college (college where they are seeking their degree/diploma /certificate. However, they are responsible for making sure the courses are paid for at Hennepin Technical College. Financial Aid will only disperse at one college, so payment arrangements or full payment must be made. Drops for non-payment and/or late fees may happen to student accounts that owe a balance during the term.

20) If you are in agreement and would like to continue with registration, enter your **StarID password** for your acknowledgement of the terms.

21) If you are successful, you will see the message below:

22) If you receive a *Registration Failed* message, there could be an issue with you not meeting the Course Prerequisites or a different issue with the course. Please speak with a OneStop Navigator to assist you with your registration issue at onestop@hennepintech.edu.