

It's easy!

## Set Up Your Personalized Accounts

- myCOM login includes WebAdvisor, E-mail and Blackboard
- Online payment plans

College of the Mainland is pleased to offer convenient online services to make it easier for students to register for classes, check their personalized COM e-mail account to keep in touch with friends and teachers, access blackboard and set up a payment plan that fits your budget needs. All of these can be done from any Internet-accessible computer. Now you can save time, avoid lines, and beat the rush. Instructions for accessing these convenient services are printed below.

### Think you'll need help with setting up COM Portal access?

Assistance is available in-person and by phone (ext. 8658) through the Student Help Center located in the Enrollment Center. Office hours are Monday through Thursday from 8 a.m. to 7 p.m., and Friday from 8 a.m. to 5 p.m. The center is also open on Saturdays from 8 a.m. to noon during the fall and spring semesters. Assistance will also be available during scheduled New Student Orientations and announced workshops on campus.

#### Basic Tips

- Early registration can only be done through WebAdvisor, which requires access through the COM Portal. *Set up your account today!*
- Write usernames and passwords down so you don't forget them and keep them in a safe place. COM does not have access to your password to protect your privacy.
- Make sure passwords include both numbers and letters.
- Don't share your information with anyone as you may be liable for any actions taken through your account.
- Use the Student Help Center anytime for assistance.

### To Access the COM Portal

To access the COM Portal go to COM's home page at [www.com.edu](http://www.com.edu).

#### Step #1:

Click on *MyCOM Log In*.

#### Step #2:

Enter your username. Your username is normally your first initial, last name and may contain numbers at the end, such as *jsmith1*. You can identify your username by looking at your COM e-mail address. For example, the e-mail for John Smith is *jsmith1@com.edu*, then the username would be *jsmith1*.

#### Step #3:

Your initial password will be your seven-digit student ID number. This number is printed on your registration statement. Your ID number will contain seven numbers such as *0123456*. When entering your student ID number, use all seven digits. If your ID number is only showing a few digits, then add zeros to the front of the number until you have seven digits.

#### Step #4:

Click the *login* button.

#### Step #5:

After successfully entering the portal for the first time you will be redirected to the *Password Question Reset Answers* and the *Change your Password* screen. You must create and answer all four of the Password Reset questions, then click the *SAVE* button at the bottom of the list. If you were successful in creating your questions, *Questions updated successfully* will be displayed in green above the questions.

#### Step #6:

Change your password by entering a new password then re-entering the same password in the *Verify New Password* box, click *OK*. If successful you will see *Your password has been e-mailed to you* displayed in green above the password fields.

#### Step #7:

Click the *Take me to myCOM* button to be redirected to the main page of the portal.

### To Search and Register for Credit Classes Using WebAdvisor

#### Step #1:

Log in to your WebAdvisor account and click on *Current Students*.

#### Step #2:

Under Registration click on *Register for Sections*. Select the *Search and Register for Sections* link and click *OK*.

#### Step #3:

Select a term (required).

#### Step #4:

On the Search/Register for Sections screen select the appropriate term (required) from the term drop down box. You must also select one additional search parameter:

- Subject
- Days of the week
- Instructor

When complete, click *Submit*.

#### Step #5:

The Section Selection Results screen lists all courses that meet the search criterion you entered on the previous screen. You will select one or more courses for which you would like to register. On this screen, or any screen where the course title appears as a blue link, you will find prerequisite requirements for that course by clicking on the title. When all courses have been selected, scroll to the bottom of the page and click *Submit*.

### Step #6:

The Register and Drop Sections screen will display all of the courses you selected on the previous screen listed under *Preferred Sections*. Using the Action drop down box select *Register* for each section or you can register for all sections on the list at the same time by selecting *Register* from the *Actions for All Preferred Sections* drop down box. Click on *Submit*.

### Step #6:

Your successful registration will be displayed on the Registration Results screen. Click *OK* at the bottom of the page, then log out.

## To Drop a Course in WebAdvisor

(not available to Dual Credit students)

### Step #1:

Under the *Registration* link on your menu page, click *Register and Drop Sections*. All courses you are currently registered in will appear.

### Step #2:

Select the course(s) you wish to drop individually or you can drop all sections on the list at the same time by selecting *Drop* from the *Actions for all Preferred Sections* drop down box. Click on *Submit*.

### Step #3:

You will receive a confirmation of the drop on the Registration Results screen. Click *OK* to return to the student menu page.

## To View and Print Your Schedule

### Step #1:

Log in to WebAdvisor and under the Academic Profile heading, select *My Class Schedule*.

### Step #2:

Select the appropriate term from the term drop down box and click *Submit*.

### Step #3:

The Schedule screen will list all of your courses. You may print your schedule by selecting *Print* from the File Menu.

## To Create an Online Payment Account

To help you plan for and meet your educational expenses, COM is pleased to offer a Payment Installment Plan through e-Cashier at [www.com.edu](http://www.com.edu). E-Cashier makes paying your tuition affordable and convenient by using a credit card or an ACH bank draft. Students can pay in full or spread out their tuition in smaller, monthly payments throughout the semester and avoid long lines by paying online.

## Two Ways to Access e-Cashier

### To Access E-Cashier Through WebAdvisor

#### Step #1:

Log into your Portal account (please read and follow instructions carefully).

#### Step #2:

Select the *WebAdvisor* icon.

#### Step #3:

Register for classes (if you haven't already done so).

### Step #4:

Under the Financial section, click on *Make a Payment (FACTS)* on the current students' menu.

### Step #5:

Input your COM ID (all seven digits) for User ID and birth date (mm/dd/yy and use the slashes) for password. Select the term.

### Step #6:

From next screen, view balance and select e-Cashier link at bottom.

### Step #7:

Enroll in a payment plan or pay in full by completing the e-Cashier steps. By setting up an account through e-Cashier, you will be entering a legal agreement with a third party company to handle your account. Any problems or concerns you have must be directed to the company. Read all instructions carefully and make sure you remember your account information as COM does not have access to it.

### To Access E-Cashier Directly

#### Step #1:

Go to [www.com.edu](http://www.com.edu). In the top navigation bar select, *Admissions and Registration, FACTS / E-Cashier*.

#### Step #2:

Click on the FACTS logo.

#### Step #3:

Enter your COM ID# in the USER ID box.

#### Step #4:

Enter your birth date in the password field. Format your birth date as mm/dd/yy (i.e., November 25, 1990 would be 11/25/90).

#### Step #5:

Select the term that you are making a payment for.

By setting up an account through e-Cashier, you will be entering a legal agreement with a third party company to handle your account. Any problems or concerns you have must be directed to the company. Read all instructions carefully and make sure you remember your account information as COM does not have access to it.

It is strongly recommended you change your password for security purposes.

## To Change Your Password

#### Step #1:

Log into the COM Portal.

#### Step #2:

Select from *my menu* on the top navigation bar, *MyAccount*.

#### Step #3:

Select *Reset Password* from the left navigation bar.

#### Step #4:

Enter your new password, verify the new password and click *OK*.

*Write it down and keep in a safe place.*