

## R.O.A.R. Instructions (How to Access Your Account)

1. Click on the ROAR icon to login to Secure Area.
2. The login page requires your \*\*\*HCC student ID number and your 6-digit PIN (initially your birth date in MMDDYY format) or a unique, 6-character PIN that you have previously selected. If this is your first login to the HCC student web site, you will be required to select a unique, 6-character PIN (as well as answer two security questions from a drop down menu of choices).
3. \*\*\*Your ID number can be found by clicking on the "Look up my ID" link on the secure login page and entering the last 4 digits of your Social Security Number and the first 5 characters of your last name and clicking on "Get My ID".
4. Select "Personal Information" when at the main menu in order to verify your name address, phone number and e-mail address. If corrections/changes need to be made, please send proof (drivers' license, voter's registration card, or copy of a bill) to Admissions and Records, 2998 West Pearl City Rd, Freeport, IL 61032
5. To register, select "Student Services", "Registration", "Am I Eligible to Register", select term and then "Add or Drop Classes" by selecting the link at the bottom of the page.

\*\*\*\*\* Note: If you are a first-time, full-time student, you will need your "Registration PIN" in order to complete the registration. This can be obtained from your advisor.

6. If you have a hold on your registration, select the "View Holds" link at the bottom of the page to see the office you need to contact.
7. Using "Look for Classes to Add" from the "Registration" menu or the "Class Search" button on the "Add/Drop Classes" page, you will be able to look up additional classes and see up-to-the-minute information about each class. Scroll side-to-side to see all information. If a class looks desirable, you may check the box and add the class to your worksheet. Courses appearing with a "Time Conflict" message will conflict with courses in which you are already registered.
8. There are three ways to view your schedule.
  - [View Student Schedule by day and time](#)
  - [View Class Schedule](#)
  - [View Class Schedule with Detail](#)
9. You must click on the "Submit Changes" button to process all Web registration requests (dropping or adding of classes)!
10. View your schedule to verify registration. (Please print a copy of this registration for your records.) Select "Registration Fee Assessment" to review your tuition and fee charges. To pay your bill online, a link for either a credit card payment or web-check has been provided at the bottom of the "Account Summary by Term".