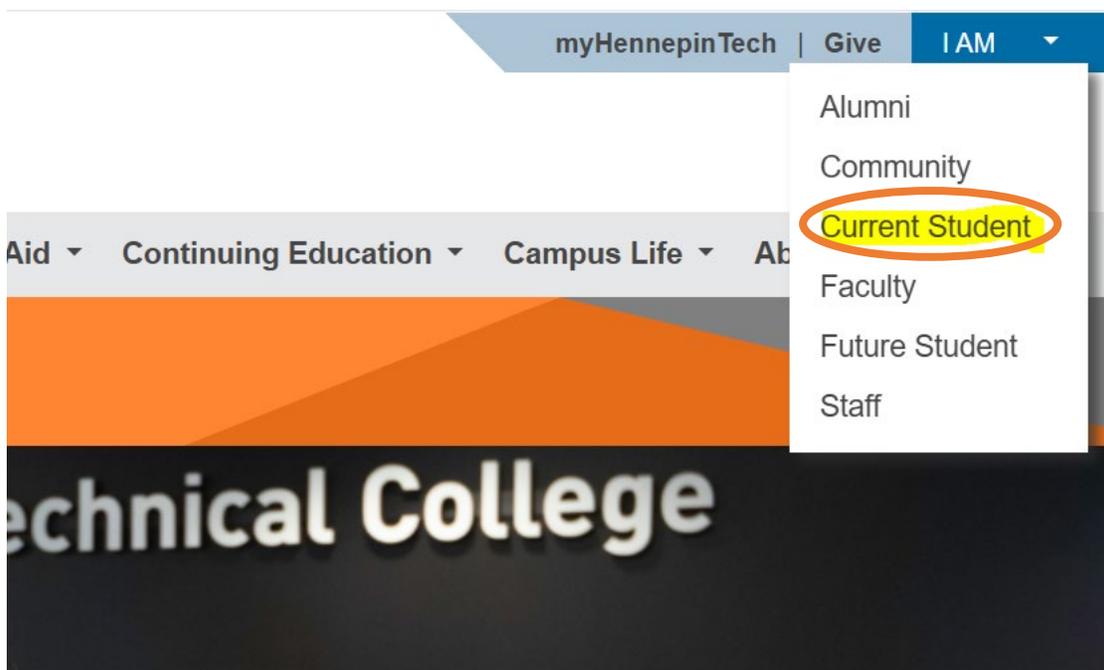


NESTOP **HOW TO** create a **StarID** and Register as a **Visiting Student** *Find your answers.*

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 in the upper right corner, click on the down arrow next to "I AM A/AN" and then select "Current Student".



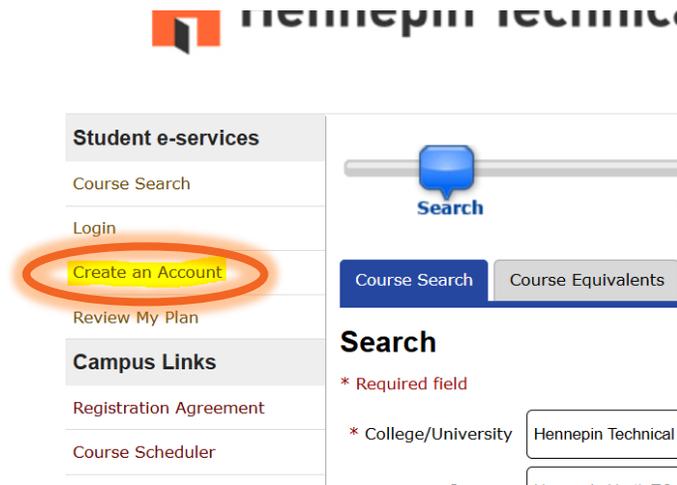
- 2) Under "Hello Techie", click on **eServices**.



Hello Techie.

D2L Brightspace **eServices** my.HennepinTech email

- 3) You will first need to create a StarID/Student ID for Hennepin Technical College. Click on the **Create an Account** link on the left side of the screen.



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 educational 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 subpoena, 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. x
 • 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

Birthday

Social Security Number

*** Email**

*** Re-enter email**

*** 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**.

The screenshot shows a form titled "Contact" with four tabs: "Personal Information", "Contact", "Citizenship", and "Residency". The "Contact" tab is active. The form contains the following fields:

- * Country: A dropdown menu with "United States of America" selected.
- * Address 1: A text input field with "Street address" and a red "x" icon.
- Address 2: An empty text input field.
- * City: A text input field with a red "x" icon.
- * State or Province: A dropdown menu with "Minnesota" selected.
- * Zip: A text input field with "Zip" and a dropdown arrow, followed by a "+4" field.
- County: A dropdown menu.
- * Phone: A text input field with "Example: 6125551212".
- Mobile: A text input field with "Mobile phone, if different than above".

At the bottom, there are two buttons: "Previous" and "Next".

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

The screenshot shows a form titled "Citizenship" with four tabs: "Personal Information", "Contact", "Citizenship", and "Residency". The "Citizenship" tab is active. At the top, there is a red error message box with the following text:

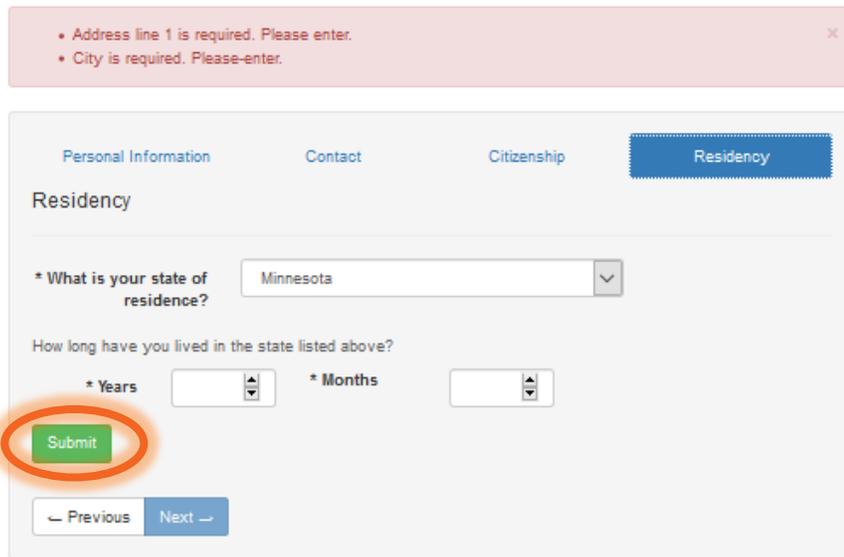
- Address line 1 is required. Please enter.
- City is required. Please-enter.

The main form content includes:

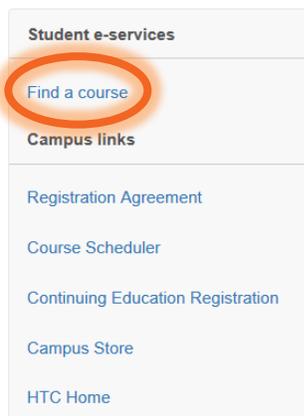
- A heading "Citizenship".
- A sub-heading "This information is required to determine residency for tuition."
- * Are you a US Citizen? Yes No

At the bottom, there are two buttons: "Previous" and "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.



Student e-services

Find a course

Campus links

Registration Agreement

Course Scheduler

Continuing Education Registration

Campus Store

HTC Home

Confirmation

Student Name,

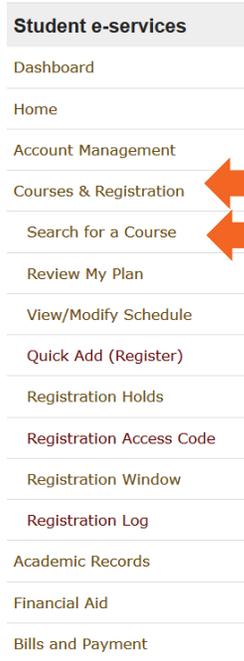
Your StarID has been generated successfully. Please refer to your email address supplied for a confirmation message and information on maintaining your StarID. Please print this page as confirmation of your StarID for your records.

StarID: wx1234yz (*example only*)

Contin 

- 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.



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 **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

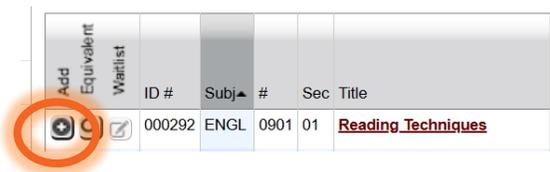
Wish List: 0 Wait List: 0 Registered: 0

Search Results for **Fall 2020**

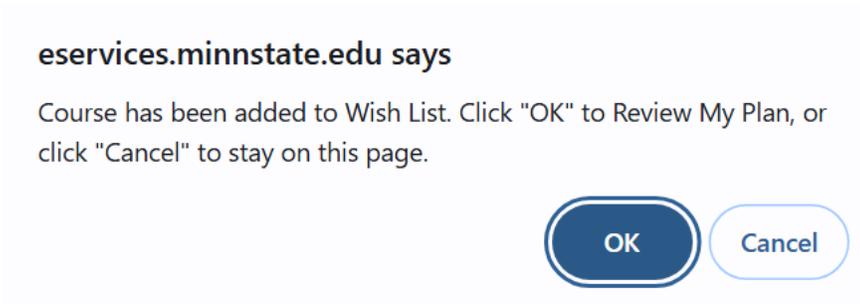
Showing courses 1 - 38 of 38 50 per page Filter by Instructor:

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 T h	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 T h	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 T h	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 T h	9:00am - 11:50am	6.0	Open	McGinley Myers, Robert		

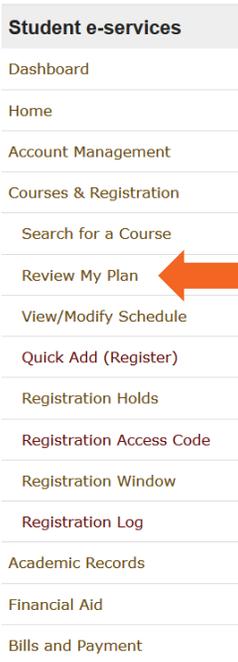
13) **TO ADD A COURSE TO YOUR WISH LIST:** Click the **(+)** sign at the far left of the course.



14) You will receive this message (see below). **Click OK** to proceed to register. If you need to add more courses select Cancel.



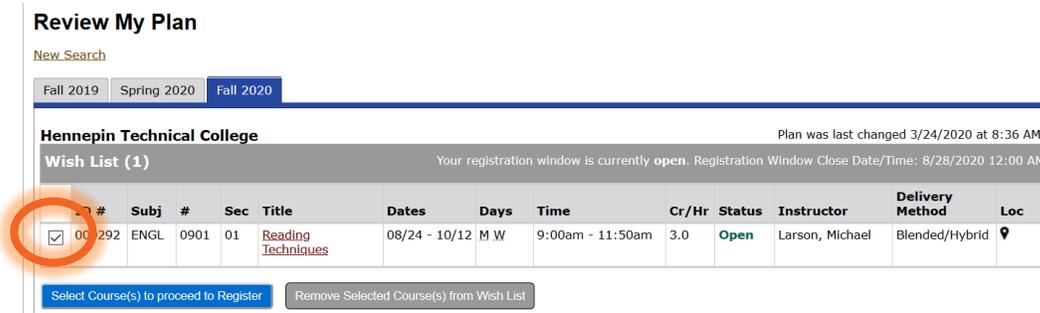
15) Click on **Review My Plan** in the left side navigation pane.



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



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



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



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.

Fall 2020

By confirming this registration, for any semester, I am accepting any financial and academic obligations incurred as a result of this transaction. Failure to pay will result in my debt being referred to the State of Minnesota collection agency (Minnesota Department of Revenue, Collection Division) or a private collection agency. If this happens, I agree to reimburse the fees of any collection agency, which may be based on a percentage at a maximum of 40% of the debt, and all costs and expenses, including reasonable attorney's fees, incurred in such collection efforts.

I also authorize the college or university, and their respective agents and contractors to contact me regarding my debt request, including repayment of my debt, at the current or any future number that I provide for my cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

If you are degree seeking and want more information about graduation requirements, visit your college or university's web site.

Enter your StarID password and register:

Select the grading method on this page.

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

You have chosen to register for the courses listed above. Please check with your academic advisor to ensure selected courses apply toward graduation. If you have not been admitted to Hennepin Technical College, please keep in mind that not all courses may transfer or apply to another institution.

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

Enter your StarID password and register:

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

Registration Results for Hennepin Technical College, Fall 2020:

Credit Courses

Registration Successful										
ID #	Subj #	Sec Title	Dates	Days	Time	Crds	Grade Me			
000292	ENGL 0901 01	Reading Techniques	08/24 - 10/12	M W	9:00am - 11:50am	3.0	Normal			

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.