New Student Registration Steps

***If you are a returning student and have your OneLogin set up, please skip to registration steps

1. Using Google Chrome, check your personal email that you provided in your admissions application to obtain your TMCC login credentials.
   a. This would be an email from cdavis@tm.edu (you may need to check your spam). If you do not see this email or if you did and it’s encrypted, please send an email to jdelossantos@tm.edu. Provide your full name and inform her that you do not have your email information.
2. Once you have your login information, go to www.tm.edu
3. Go to OneLogin

4. Enter your Username

5. Enter your Password
6. Click Begin Setup

7. Click the plus sign next to OneLogin Protect

8. Grab your smartphone, open the App Store or Google Pay. Search for OneLogin Protect
9. Download the OneLogin Protect App on your phone
10. The app below will appear on your phone

11. Then go back to your Computer and click “Activate”

12. You will get the following screen.
13. You will need to then open the OneLogin Protect App on your phone, click the plus sign to add an account.

14. Put your phone near the computer screen and scan the QR code. Note: If scanning the QR code is not working, you may click on “Can’t scan the code?”. This will provide you with a code to manually enter on your phone.
   a. If you do not have a smart phone, you will need to contact the TMCC IT Department for assistance.
15. The computer will route you directly to your app screen once the code is accepted.

Canvas is the location you will find your courses, do assignments, check grades, check attendance, etc.

Google G Suite is your TMCC Email – Be sure to access your email as this is the primary contact from the College.

Jenzabar J1 is for employees only.
REGISTRATION STEPS:

1. Select Jenzabar JICS (frequently known as JICS)
2. On the top portion of the screen, select “Registration”
3. On the Right side, you will see Add/Drop, click Add/Drop Courses

4. Verify that the term is the correct term you are intending to select courses for. Click on Search and this will bring you to the full list of courses offered.

5. Here, you can place a checkmark in the Add column for the courses you would like to add. If you do not see the checkbox option, please contact the registrar at agladue@tm.edu or (701) 477-7862 ext. 1157.

Jenzabar JICS is the location you would access for Registration, academic records, access financial aid, advising information, etc.

Office 365 is where you would get access to Microsoft office products. This includes Word, Excel, PowerPoint, Teams, etc. If you do not have access, please contact the TMCC IT Department.

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6. Once you are completed selecting your courses, on the bottom of the screen, click “Add Courses”.
7. You will then be routed back to the Add/Drop courses screen. Your courses will show at the bottom of the screen. At this point, you will click on “Request Advisors Approval” and your course request will be sent to your advisor. (You should have received information via email informing you of who your advisor is.)

At this point, as long as you have all of your courses selected and requested advisors approval, you are preregistered for your classes. There are a lot of features that pertain to students in JICS, so please be sure to navigate around and find everything you may need.

**STUDENTS TAB OPTIONS**

Click on the “Students” option at the top of the screen.

a. The first screen that appears is to sign up for Direct Deposit. This is mandatory to do. Please sign up for direct deposit within the first 2 weeks of school. Also, you will find your 1098-T information. This will not populate unless you have been billed tuition prior to now.

b. On the left hand side of the screen, click on “Academic Information”. You can access your schedule, grade report and transcripts in this location.

c. Next click on “Advising Information” and here you are able to see your current major, along with your course needs. If you click on your Course Needs and view all details, this will show you the courses that are needed for your current degree you are seeking.
d. Next click on “Financial Aid Information”. Here, you will click on Financial Aid Awards and you will need to set up your Financial Aid account. This is the location you will accept your financial aid awards in order to get your financial aid disbursements.

e. Next click on “Tuition Statement”. This will provide you with your current account balance (if you have one). We do not process tuition billing immediately, so it may take some time before you see this information.