**Online Registration Procedures**

Online Registration is a fast, easy way to register for your classes through the Student Portal.

Just follow the instructions below to make your Online Registration experience a positive one! Most students will be able to register completely without setting foot in the Registration Office. Restrictions do apply and as always, assistance is available if necessary.

1. Schedule an appointment with your advisor.

2. Once you have met with your advisor, your advisor will release your account to allow online registration. (A Business Office hold on your account could still prevent you from registering online. You must see the Billing Office to take care of a hold.)

3. Log in to the Student Portal with your login. You can access the Student Portal from any computer that has internet access, on or off campus. Go to www.trocaire.edu > Quick Links > E-Student (or https://ecams.trocaire.edu/estudent/login.asp ).

4. Make sure the “Current Term” located under your name or when you log in reflects the term you are registering for.

5. Click Registration in the left hand column of the portal.

6. You will see the Course Offering (it is the same course offering available in hard copy from the Registrar’s Office).

7. Review the courses offered and make your selections. (If you have DegAudit or PreReq in place of the Credit check box, you are not allowed to register for those courses based on your Degree Audit or an unmet Pre-requisite). Page through the course offering using the page numbers in the top or bottom of the screen.

8. When you are done selecting your courses, click the Process Registration button on the top or bottom right of the screen.

9. You must read and accept the Liability Statement presented by clicking the OK button. (Clicking Cancel prevents your registration from being processed)

10.You must also complete the FAFSA question and click Submit before your registration will be accepted.

11.You can now print your schedule.