



Registration Process for Dual Enrollment

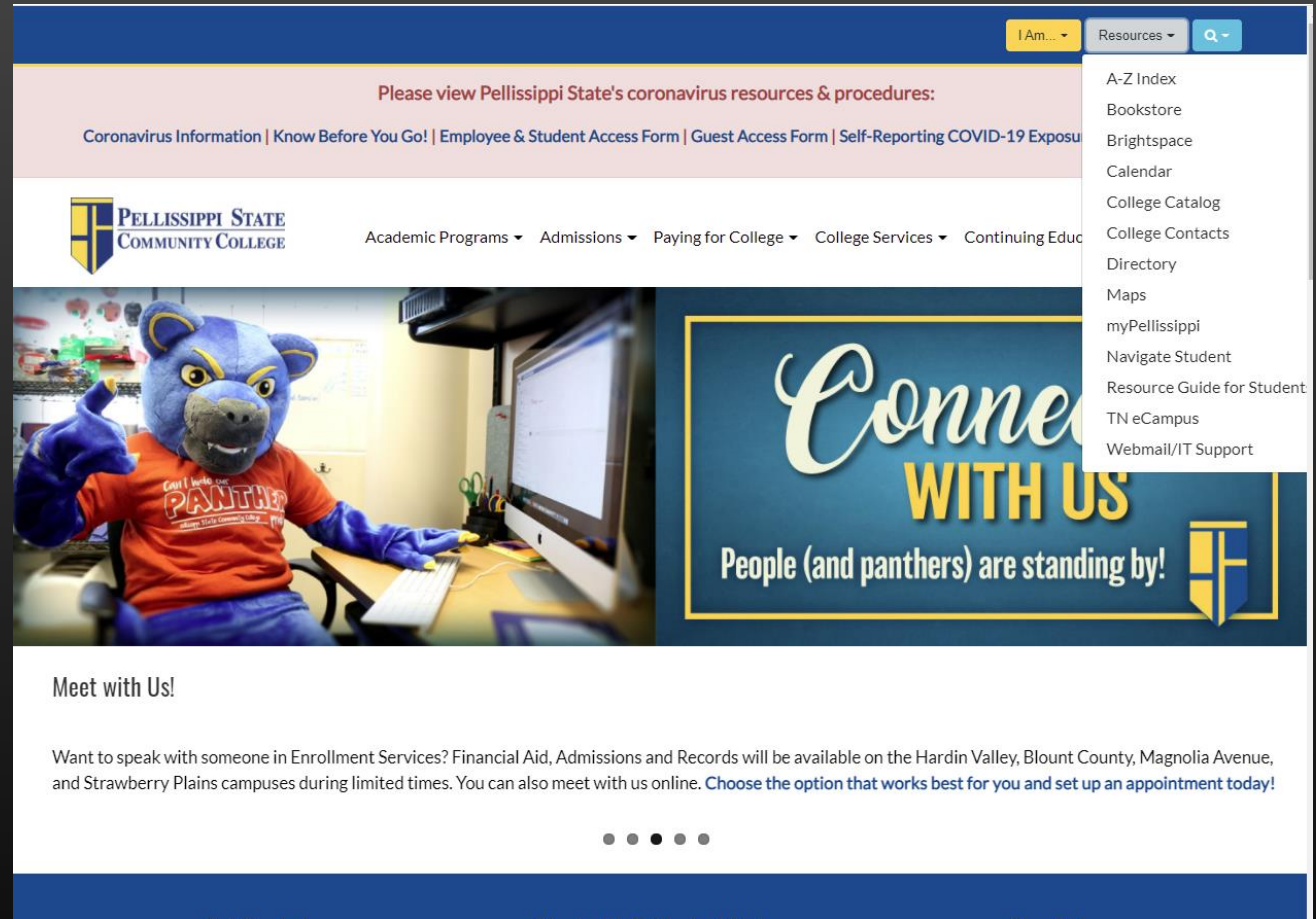
Classes at Pellissippi State

Accessing myPellissippi

Step One – Go to pstcc.edu.

Step Two – At the top of the page, click on “Resources.”

Step Three – Then choose “myPellissippi.”



Retrieving Username and PNumber



Login

Username: *(do NOT include @pstcc.edu)*

Password:

Sign In

- [Forgot Password](#)
- [Look-up Username or PNumber](#)
- [Change Password](#)
- [Still having problems logging in?](#)
- [Contact the Helpdesk](#)


Once students click on “myPellissippi,” they will see this box to look up their Username and PNumber. Students will need to click “Look up Username or PNumber.”

Retrieving Username and PNumber

In order to retrieve your PNumber, students must insert their social security number (without dashes) in the space provided and click “Get Username.”

Students will then see their Username and their PNumber.

Students must record this Username and PNumber in a safe location because they will need it throughout the year.

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COMMUNITY COLLEGE

2:48

myPellissippi Username/P number Lookup

Please read carefully before continuing

Your username and password are used to log into myPellissippi, E-Mail, Online Courses, Campus Computers, Wireless Access, and Library Login from off campus.

For many College functions, Pellissippi staff will ask for your P number rather than your Social Security number. Please memorize your P number if you can. But if you forget it, you can always look it up again with this utility.

To lookup both your username and P number, enter your social security number (without dashes) below and then click on the 'Get Username' button.

Social Security #:

Get Username

Create Unique Password

Students will then return to this page and click on “Change Password.”



Login

Username: *(do NOT include @pstcc.edu)*

Password:

Sign In


- [Forgot Password](#)
- [Look-up Username or PNumber](#)
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Create Unique Password

The next page students will encounter is the “Password Change Utility” page. On this page students will create their new password. Their “Current Password” is their Pnumber.

Please follow all the instructions on this page to create your password.

Once you have created your myPellissippi password, be sure to record this with your Username because you will be using this log-in information many times throughout your college classes.

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COMMUNITY COLLEGE**

2:48

Password Change Utility

New Password requirements

The password is at least 8 characters long. The password must contain characters from all of the following three categories:.

- English uppercase characters (A - Z)
- English lowercase characters (a - z)
- Numbers (0 - 9)
- Cannot reuse previous 3 passwords
- Cannot contain username, first or last name

New Student passwords are set to their P Number followed by # at the end. Ex. P12345678#.

User name:

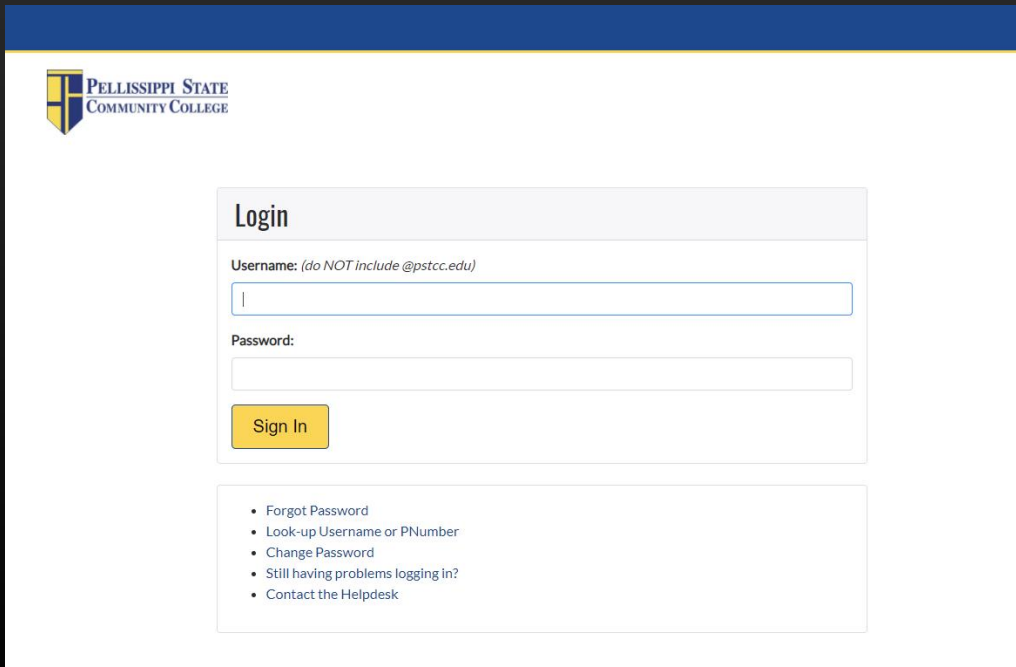
Current Password:

New Password:

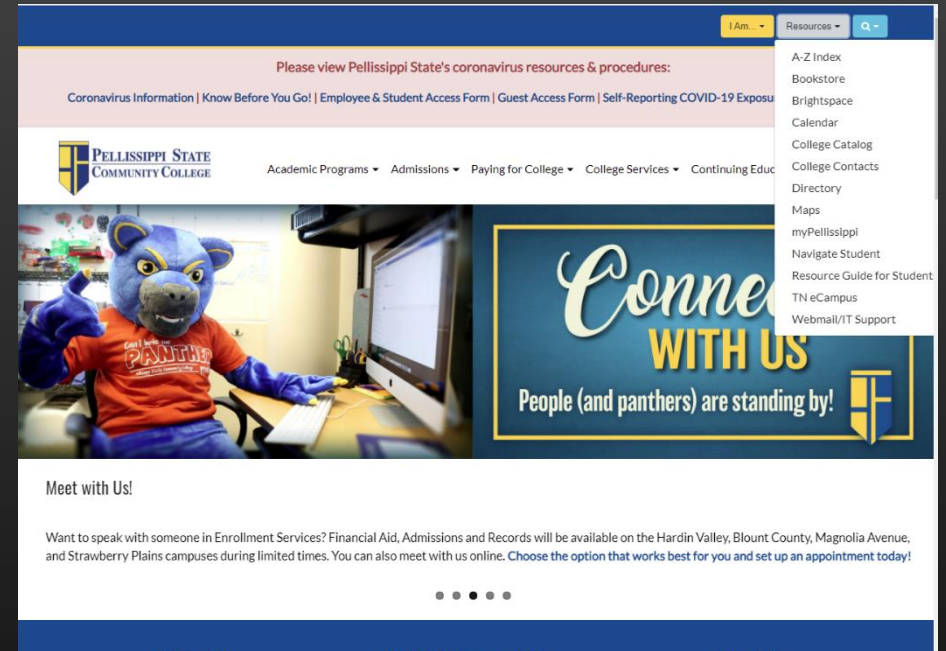
Confirm Password:

Log In to myPellissippi Account

The next step is to log in to your myPellissippi account, so you will need to return to the “Resources” tab on the first page of pstcc.edu.



The screenshot shows the login interface for myPellissippi. At the top left is the Pellissippi State Community College logo. Below it, the word "Login" is displayed. The form includes a "Username:" label with a note "(do NOT include @pstcc.edu)" and a text input field. Below that is a "Password:" label and another text input field. A yellow "Sign In" button is positioned below the password field. At the bottom of the form, there is a list of links: "Forgot Password", "Look-up Username or PNumber", "Change Password", "Still having problems logging in?", and "Contact the Helpdesk".



Students will now enter their Pellissippi created Username and their newly-created Password and “Sign In.”

myPellissippi First Page

Need Help? Contact Us!

- **Live Chat:**
Chat Is Available. Talk With Us Now!
- **Text/SMS:** 865-270-6400
- **Meet With Us Virtually or In-Person!**
- **E-mail:** startstrong@pstcc.edu
(For questions about Admissions, Financial Aid, or any enrollment questions.)
- **Phone/Voice:** 865-694-6400

Online Services

- Online Courses (Brightspace/D2L)
- PSCC Webmail
- Manage My Reservations/Appointments
- Navigate
- Sign-Up For PSCC Emergency Text Messages
- Online Forms (History/Saved Drafts)
- Secure Document Upload

Links

Personal Safety/Financial Literacy >
Nursing Admission Applications >
AST Disposition >

Getting Started (Admissions):

- Your Enrollment Checklist
- Registration Snapshot
- Your Holds
- Reapply to PSCC
- Financial Aid

Registration

- Add/Drop Classes
- Class Search
- Course Scheduler/Schedule Planner
- **Your Schedule:**
 - Detailed
 - Week At A Glance
- More Options...

Your Records

- **Request An Official Transcript**
- Apply To Graduate/Graduation Status
- Change Your Major
- Degree Audit (DegreeWorks)
- Disclosure Of Records Form
- Enrollment Verification
- Exit Testing Reservation System
- Grades - Midterm
- Grades - Final
- View Academic Transcript (Unofficial/Printable)
- More Options...

Your Account

- Confirm Your Schedule/View Your Bill
- Direct Deposit/Payments For Previous Terms
- Your Tax Information
- More Options...

Once students have logged into their myPellissippi account, they will see these choices .

To register for their classes, students can click on “Add/Drop Classes.”

Registration Term

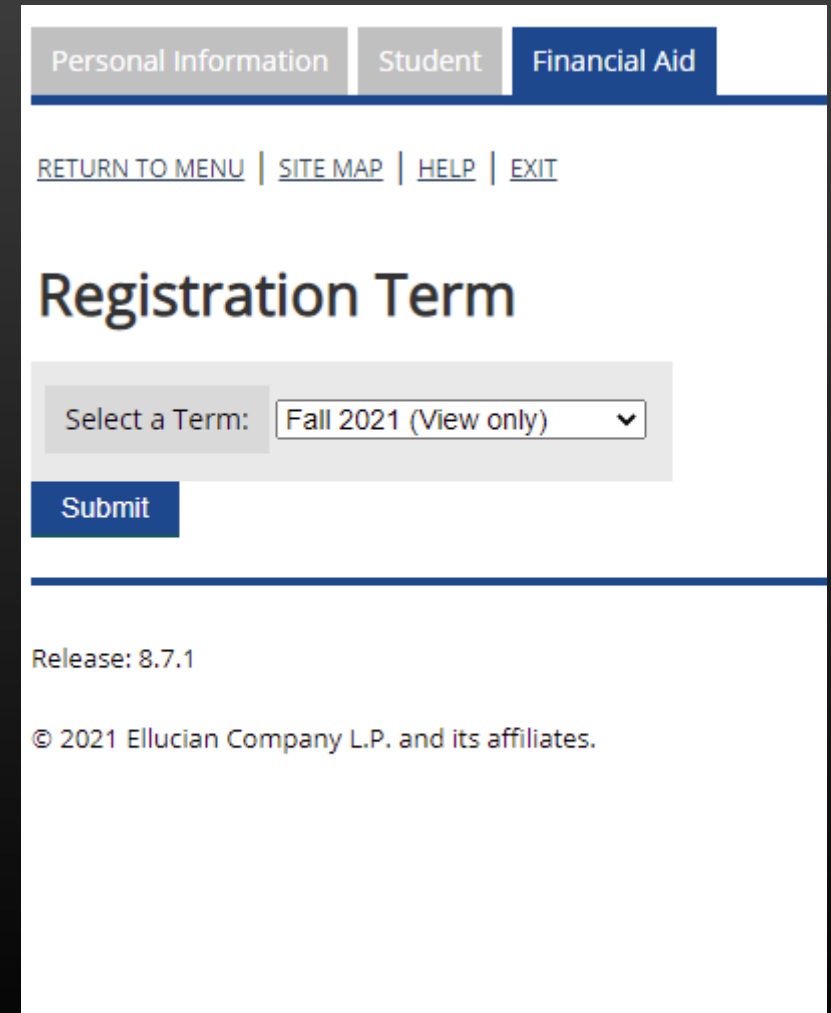
After clicking on Add/Drop Classes, students will see the Registration Term page.

The Registration Term should say Fall 2021. In the photo, it says Fall 2021 (View Only). This is because registration does not open until Monday, April 5th.

On Monday, April 5th, you will need to go to Registration Term. Be sure Term reads Fall 2021. Then submit.

Once you are to the next page, you should be able to simply add the course number of the class or (classes) you are wishing to take and submit. (You can find this number on the paper instructions I gave you.)

Sometimes another page appears that asks for contact information. such as phone numbers, etc. Please complete all information requested so you can register for your classes.

A screenshot of a web application interface. At the top, there are three tabs: 'Personal Information', 'Student', and 'Financial Aid'. Below the tabs is a navigation bar with links: 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Registration Term'. Below this is a form with a label 'Select a Term:' and a dropdown menu showing 'Fall 2021 (View only)'. A blue 'Submit' button is located below the form. At the bottom of the page, it says 'Release: 8.7.1' and '© 2021 Ellucian Company L.P. and its affiliates.'

Personal Information | Student | Financial Aid

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Registration Term

Select a Term:

Submit

Release: 8.7.1

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Student Detailed Schedule

Need Help? Contact Us!

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Chat Is Available. Talk With Us Now!
- **Text/SMS:** 865-270-6400
- **Meet With Us Virtually or In-Person!**
- **E-mail:** startstrong@pstcc.edu
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- Direct Deposit/Payments For Previous Terms
- Your Tax Information
- More Options...

After students have registered for all the classes they will be taking in the fall of 2021, they will then need to return to the first page of their myPellissippi account.

Under “Registration,” students will click on “My Schedule” “Detailed.” Once again, students may need to complete some questions before they can move on.

Again, students will need to select the term, which will be “Fall 2021.” Students will then see their schedule for the upcoming fall semester. Students will need to print that schedule and bring to Mrs. Burchfield in office 241 so she can fix students’ MHS schedule to reflect their Pellissippi schedule.