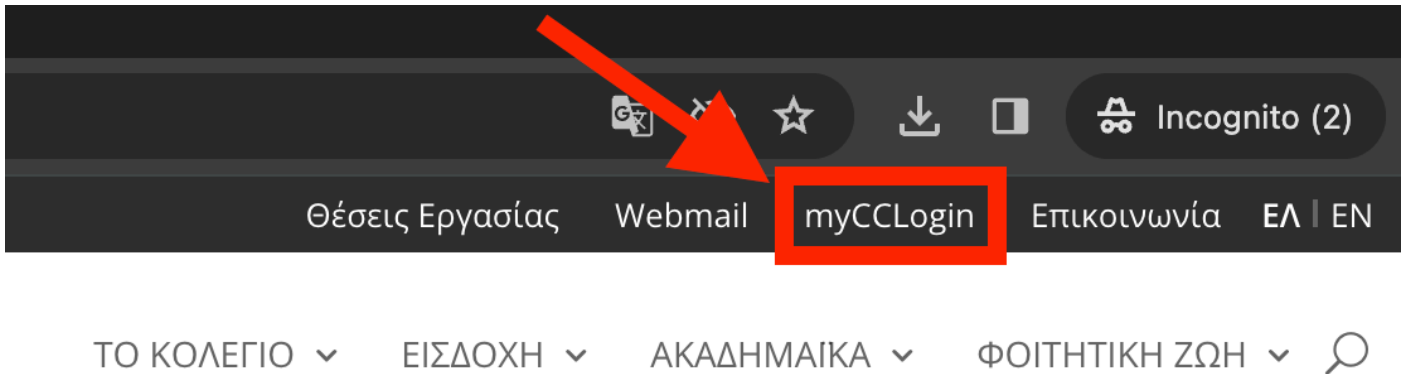# Student Portal Reregistration Manual
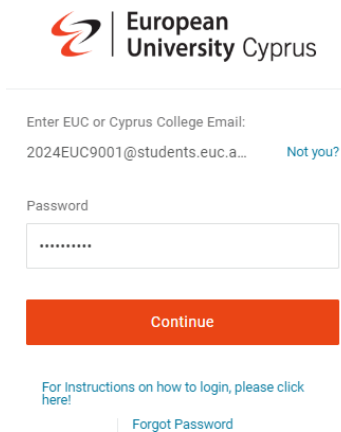
CC Student Information System

Updated: 02/07/2024

This is a step by step guide on how active/existing students will login to "Student Portal" for re-enrolment to courses for the next academic period:

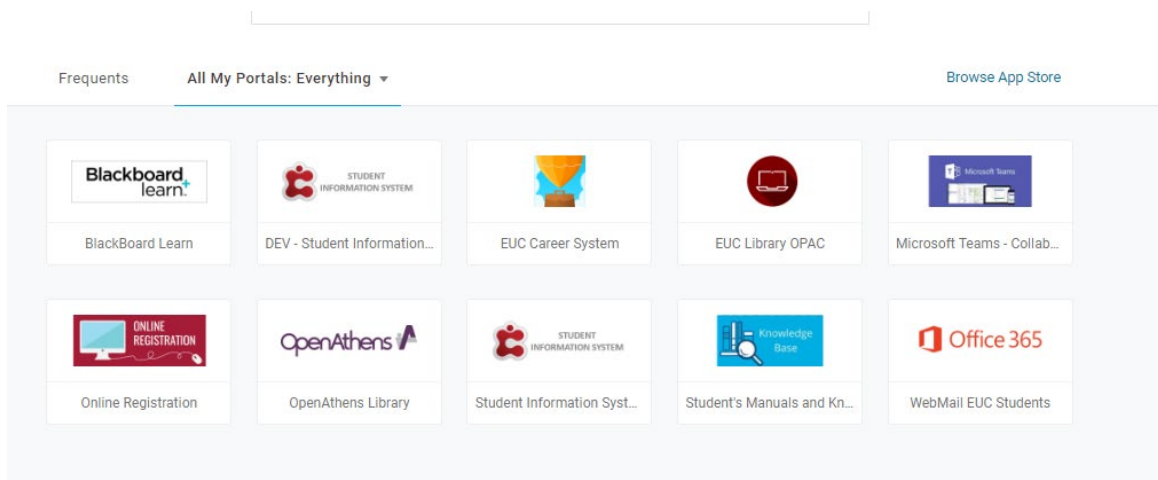1. **Click on myCCLogin from Cyprus College Cyprus Website (top right)**

2. Enter your credentials. Your credentials were sent to you through a welcome email.

3. Go to tab "All my Portals" and click on "Student Information System" app.
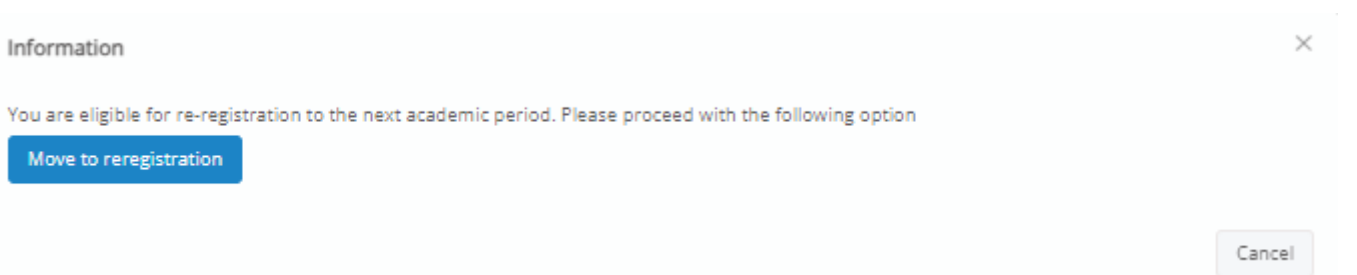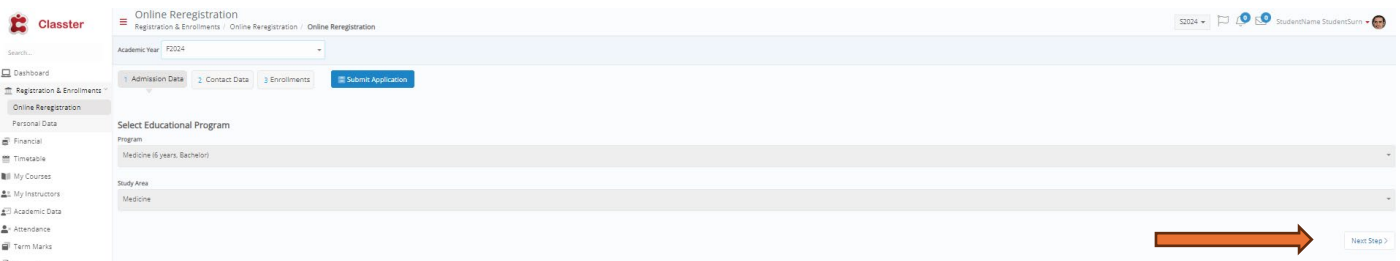
Cyprus College

4. You will be automatically logged in "Student Portal" and prompt with a message to select Academic year. Here you need to select the last semester that you were registered and click ok.
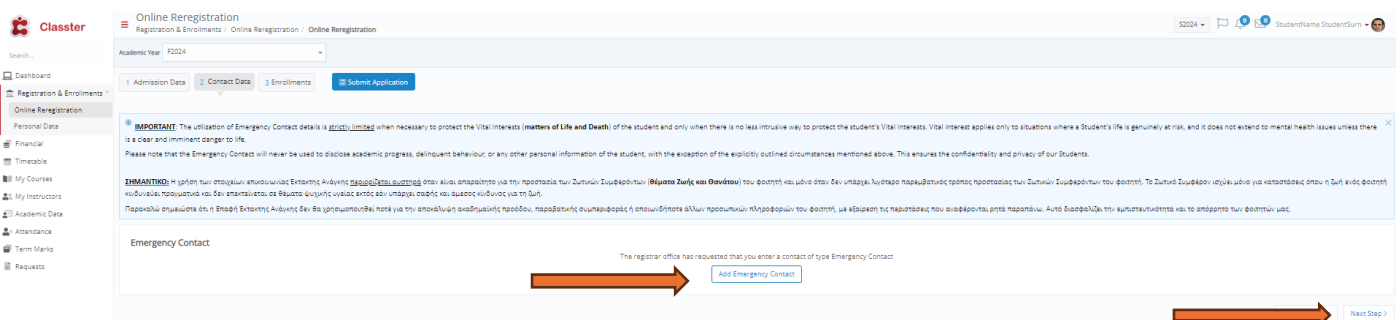

5. The first time you login you will be prompted to accept the privacy policy.

6. When you enter the portal, you will be prompt with a message "You are eligible for re-registration to the next academic period. Please proceed with the following option". Click on "**Move to reregistration"**.

7. In Educational Program click "Next Step"

8. In Emergency Contact screen click "Add Emergency Contact" (if you have not until now) and enter your emergency contact information. When you finish click "Next Step"

9. In Enrollments screen select your courses.

- Courses available for enrolment have the ON/OFF switch. Click on the switch to turn ON the courses that you would like to enroll to.
- Under course section column click on "Please Choose" in order to select the course section. For each course section available you will be able to see the course's scheduled time, instructor and room number.

	Enroll	Course Section	Hours	ECTS 1	ECTS 2	Course Category	Mark	Marking Period
(CCL) Διοίκηση Επιχειρήσεων (2 έτη, Δίπλωμα) Cyprus College Limassol			0 Courses	0 ECTS		0 Hours		
⌄ ABUS-CL ⓘ You must register up to 30 credits								
⌄ ΠΡΩΤΟ ΤΕΤΡΑΜΗΝΟ ⓘ You must register up to 30 credits								
BUS101-Εισαγωγή στην Επιχείρηση	ON ●	Please Choose	3	5	3	Course	--	--
BUS111-Πεπερασμένα Μαθηματικά	ON ●	Please Choose	3	5	3	Course	--	--
CSC190-Εισαγωγή στους Υπολογιστές και Εφαρμογές	ON ●	Please Choose	3	5	3	Course	--	--
ENH101-Upper Intermediate English	ON ●	Please Choose	3	6	3	Course	--	--
MAR110-Εισαγωγή στο Μάρκετινγκ	ON ●	Please Choose	3	6	3	Course	--	--
⌄ ΔΕΥΤΕΡΟ ΤΕΤΡΑΜΗΝΟ ⓘ You must register up to 30 credits								
ACC114-Εισαγωγή στη Χρηματοοικονομική Λογιστική		❶	3	6	3	Course	--	--
ENH102-Advanced English	⚠	❶	3	6	3	Course	--	--
MAR111-Διαφήμιση και Προώθηση Πωλήσεων	⚠	❶	3	6	3	Course	--	--
MGT110-Αρχές Διοίκησης		❶	3	6	3	Course	--	--
MAT115-Στατιστική I		❶	3	5	3	Course	--	--

○ OFF	Please Choose
○ OFF	Please Choose
○ OFF	Please Choose
○ OFF	Please Choose
○ OFF	Please Choose

BUS101-Εισαγωγή στην Επιχείρηση ✕

Change Course Section from Course in Student form enrollments. ✕

Course Sections

11611 ▾

1
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |

2 [Save] Close

10. Click "Submit Application" at the bottom of the screen to submit your enrolment form.

11. You will receive the following message.

"Are you sure you want to submit your application? You will not be able to edit your application once it has been submitted."

Click "Yes" to finalize submission.

After your enrolment form is submitted, you will be redirected to the main screen. There, you will see your application in status Pre-Enrolled. This status means that your advisor will check your course section selection and either transfer your status to "Enrolled" or contact you for any changes need to be done. If the status changes to "Enrolled", it means that your courses were successfully registered by your advisor, as submitted by you, without any changes.

12. When the advisor confirms your courses and changes your status to "Enrolled" then you will stop receiving the "Move to reregistration" prompt and you will be able to select the new academic period that you have enrolled to. Please make sure you logout and login again t the portal after you are notified that your enrolments are accepted.