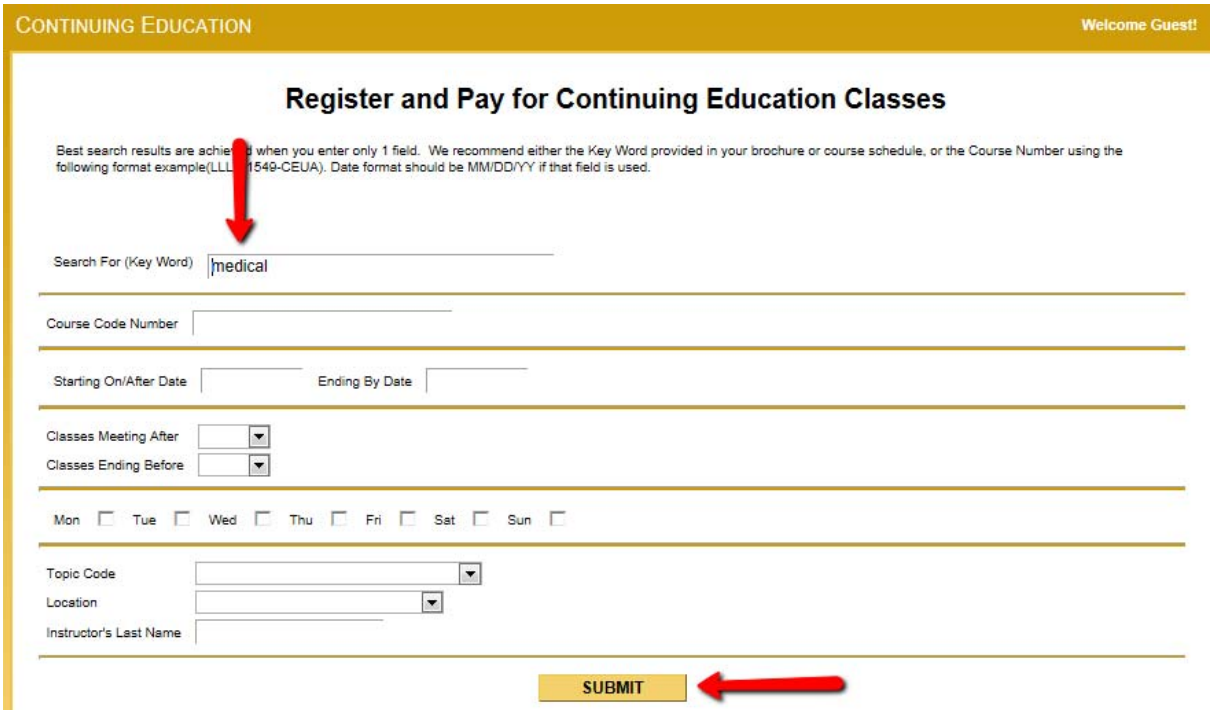
Southeast community college

Medication Aide for Medical Assistant
Online Class Registration/Login Instructions

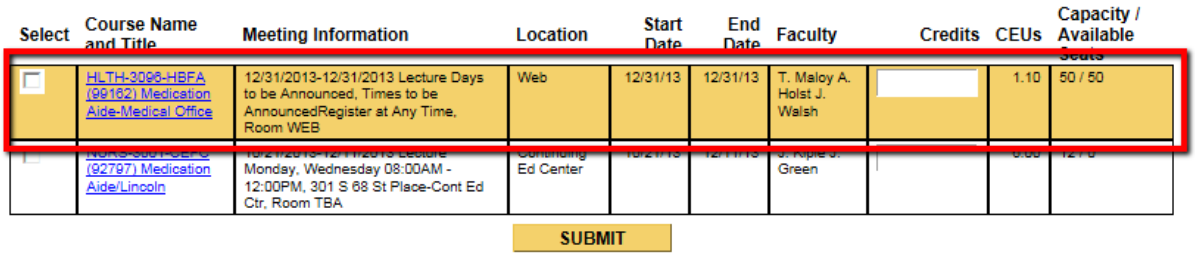
1. You will be able to register and take this class at any time.

2. Click the **Register NOW! gold bar** on the left side of the screen.

3. In the "Search For (Key Word)" section, type **"medical"** and hit Enter or SUBMIT.



4. Select the class **HLTH-3096-HBXX** by clicking the box in the left column and scroll down to the bottom of the list and click SUBMIT. The last two letters will vary, but the meeting information section will say "Web" for "Room."



Select	Course Name and Title	Meeting Information	Location	Start Date	End Date	Faculty	Credits	CEUs	Capacity / Available Seats
☐	HLTH-3096-HBFA (99162) Medication Aide-Medical Office	12/31/2013-12/31/2013 Lecture Days to be Announced, Times to be AnnouncedRegister at Any Time, Room WEB	Web	12/31/13	12/31/13	T. Maloy A. Holst J. Walsh		1.10	50 / 50
☐	[illegible] (92797) Medication Aide/Lincoln	[illegible] Monday, Wednesday 08:00AM - 12:00PM, 301 S 68 St Place-Cont Ed Ctr, Room TBA	Continuing Ed Center	[illegible]	[illegible]	[illegible] Green		[illegible]	[illegible]

SUBMIT

5. At the next screen, enter your personal data and click SUBMIT. The **red *** are required fields. A current, accurate email address is especially important!

6. Check your personal email account for a confirmation that you are registered titled "Class Acknowledgement." If you don't receive it, check your spam folder.

7. Read the information in the email closely. It provides:
    a. **Password Information:** If you don't receive a second email with a temporary password, simply click the link to have it reset.
    b. **Online Course Access:** Once you obtain your username from the email and finalize your password, you will access your course by going to the Hub (https://thehub.southeast.edu), click on the "My Moodle Courses" tab, and then on the course name and number.

Once you're in to the course, follow the instructions on the screen!

If you have problems getting logged in, contact the SCC Helpdcesk website at http://helpdesk.southeast.edu or through email at helpdesk@southeast.edu or by phone at 402-437-2447.