1. Go to www.otc.edu and click on ‘MyOTC’. Log in to ‘MyOTC’ with your OTC username and password. Click on the ‘AccessOTC’ tab then click on ‘OTC Central’.

2. Click on ‘Plan & Register’, ‘Student Planning’ and ‘View Plan and Register’ then ‘Filter Sections’
3. You can choose to search for ‘Open Sections Only’ under ‘Filter Sections’.

4. Click the box to add course. Online classes will not appear on weekly schedule.
5. Click ‘Add Section’.

6. Click ‘Register Now’
7. It will show the registered course in green under schedule.

8. The progress bars in the upper right corner will show registered courses in light green.