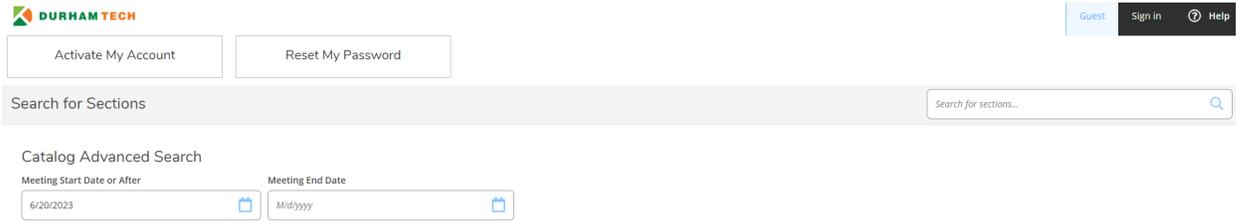


Non-Credit Course Registration and Payment Self-Service Instant Enrollment for Current and Former Students

1. Access Self-Service Instant Enrollment at [Self-Service Instant Enrollment for Non-Credit Courses](#).
 - a. If you do not know your Durham Tech username and student ID number, please contact Admissions, Registration and Records at 919-536-7200, ext 1810, or email admissions@durhamtech.edu
 - b. If you know your Durham Tech username and password, you may sign-in directly to your account.



- c. If you know your Durham Tech username and ID#, but have forgotten your password, please use the Reset my Password option.



- i. Enter your Username and full Durham Tech ID#.


DURHAM TECH

Set or Reset Password

Enter Your Information

Durham Tech User Name: [What's my Username?](#)

Durham Tech ID Number: [What's my ID Number?](#)

[Next](#)

- ii. You will be asked to validate your request. If you are setting up your account for the first time, you will not have a security question. You will be asked to create one.

Validate Your Request

In order to set or reset your password you must fill in all the fields below. Be careful when entering this information because it must match your Durham Tech record exactly.

Last Four digits of your SSN	<input type="text"/>	ex: 123-45-6789
	Must be 4 numbers or left blank	
Birth date	<input type="text"/>	ex: mm/dd/yyyy
Zip code on file	<input type="text"/>	ex: 27703
What is your Fathers Middle Name?	<input type="text"/>	ex: John

Next

- iii. Create your Password and choose a security question. Be sure to follow the rule of minimum 8 characters with a mix of capital and lower-case letters, and have at least one number. The password should not include any part of your first, middle, or last name. Click on the **Finished** button.



Enter a New Password

Please choose a new password, it must be at least 8 characters in length, must have a mix of upper and lower case letters, and have at least one number.

Please note that passwords cannot include your any part of your name.

Enter Your Information	
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
Security Question	
What is your Fathers Middle Name	<input type="text" value="Henry"/>
Finished	

- iv. Once your password is successfully updated, return to [Self-Service Instant Enrollment for Non-Credit Courses](#) to sign-in using your username and password.

Your password was successfully updated.

WebAdvisor

ConnectMail

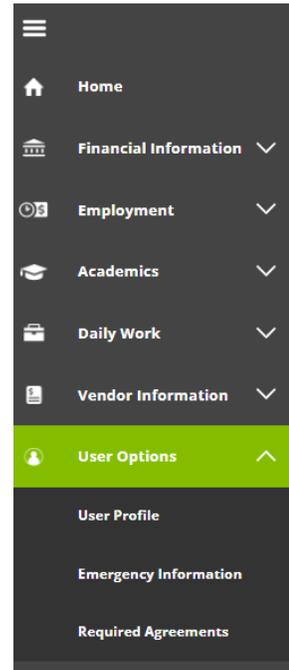
Sakai

UpSwing

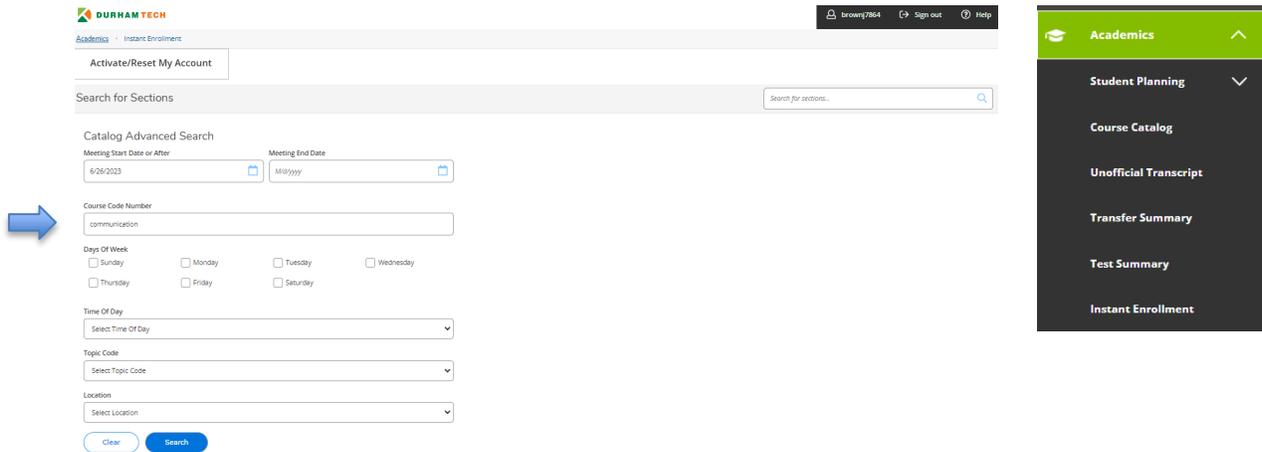
DurhamTech Homepage

2. If you contact information or an emergency contact has changed, please update your profile under **User Options** on the left menu bar. Select Emergency Information to update your

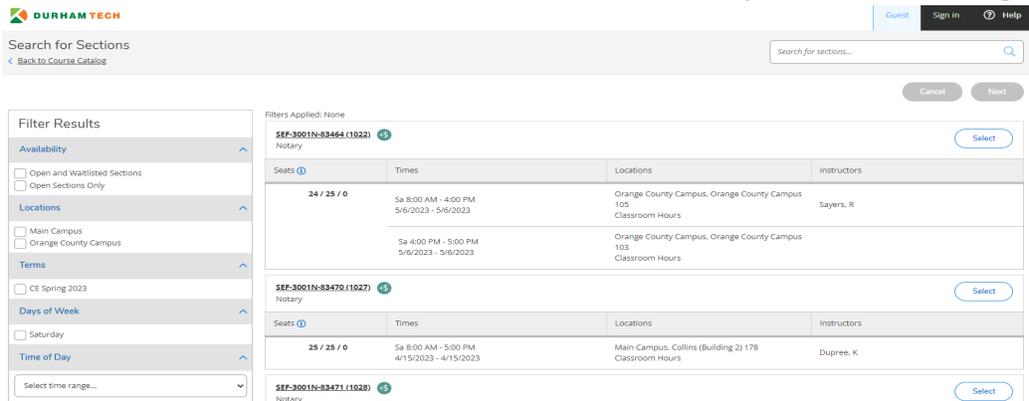
- a. Select **User Profile** to update the following information as you prefer
 - i. Edit Personal Identity (Chosen Name, Preferred Pronoun, Gender Identity)
 - ii. Add New Address
 - iii. Add New Email Addresses
 - iv. Add New Telephone Numbers
- b. Select **Emergency Information** to update the following information as you prefer
 - i. Emergency contact(s)
 - ii. Health Conditions in Case of Emergency
 - iii. Hospital Preference
 - iv. Insurance Information
 - v. Additional Information



3. Return to Instant Enrollment under the Academics tab on the left menu bar. Use the **Course Code Number** field to search by course code or keyword (ex. Communication). To see a list of all available course, leave this field blank and click the **Search** button.



4. Review and click the **select** button for the course section you would like to register.



5. After reviewing detailed course description and additional information regarding schedule, click the **ADD SECTION** button.

Section Details

SEF-3001N-83464
Notary (1022)
CE Spring 2023

Instructors Sayers, R

Meeting Information Sa 8:00 AM - 4:00 PM
5/6/2023 - 5/6/2023
Orange County Campus, Orange County Campus 105 (Classroom Hours)
Sa 4:00 PM - 5:00 PM
5/6/2023 - 5/6/2023
Orange County Campus, Orange County Campus 103 (Classroom Hours)

Dates 5/6/2023 - 5/6/2023

Seats Available 24 / 25 / 0

Credits 0.8 CEUs

Grading Graded, Pass/Fail

Requisites None

Course Description This course is designed to prepare the student to be commissioned as a North Carolina Notary Public. Topics include requirements and qualifications for Notary Public office, requirements for attestation, fees, general powers and limitations, certifications, oaths and affirmations, affidavits, and negotiable instruments. Students are required to have a current and valid government issued photo ID to

Close **Add Section**

6. Once added, you will see the notification in the top right corner of the screen that the course has been to your cart. Click the **NEXT** button to move to the additional information page.

Guest Sign in ? Help 1

✓ SEF-3001N-86654 (4163) has been added to your cart. ✕

Cancel **Next**

7. Please complete the additional details questions and then click the **submit** button to be taken to the **Pay for Classes** page.

Academics · Instant Enrollment

Register and Pay for Continuing Education Classes
[Return to Instant Enrollment Course Catalog](#)

Additional Details

Education Goal
Personal Enrichment

Class
DMV-3129A-84684 DMV-Auto Safety (2215)

Reason for Taking
Just for fun

How You Learned About this Class
A friend recommended it

Cancel Reset **Submit**

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8. You may choose to add or remove courses here. Once ready to pay, review **Payment Details** and select **Payment Method** (options include American Express, Discover Charge, Master Card, VISA Charge, Webcashier Check) and then click **Proceed to Payment**.

9. Review Payment Information, then click **Pay Now**

10. A new window will open taking you to https://secure.touchnet.net/C30005_pmtclient/static/ and will direct you to complete the payment process. Be sure to click **Select a Method** to choose Electronic Check or Credit/Debit Card option before clicking the **Continue** button.

11. Once your payment has been processed for your registration, you will receive an email confirmation similar to the example below.

Web **Registration** Reply 🔍

ⓘ Some content in this message has been blocked because the sender isn't in your Safe senders list. | [Trust content from noreply@durhamtech.edu.](#) | [Show blocked content](#)

N noreply@durhamtech.edu 🗑️ 📧 ↶ ↷ ⋮
To: Johanna Brown
Cc: Johanna Brown Mon 6/12/2023 7:30 PM

Dear Brown, Johanna M.,

Thank you for your interest in courses at Durham Tech! We are excited about your course **registration** for the upcoming semester(s).

This is an automatic reply to confirm that activity has occurred on your account to include either successful **registration** for a course(s), cancellation of a course(s) **registration**, or adding your name to the waitlist for a course(s). Additionally, it includes information related to completing your enrollment for classes. It is very important that you read the entire email.

To view or confirm your schedule of registered courses, or view courses that you have waitlisted, you can review the "Student Planning" tab in [Self-Service](#). To view your tuition and fees, you can review "Student Finance" tab in SelfService.

You may pay online or in person. To view your account balance or pay online, log in to [Self-Service](#). For questions regarding your account, contact the Business Office at (919) 536-7200, ext. 1005, 1006, or 1022.

If you have completed the entire financial aid process by the deadline and have been awarded aid that is sufficient to cover all your tuition and fees, your classes will be held, and your tuition and fees will be paid automatically by your financial aid. It is recommended that you speak to your financial aid advisor to confirm your aid eligibility. Before the payment deadline, use your [Self-Service](#) account to verify your award status. Select the "Financial Aid" tab to view your award. If no award is present, you must independently pay for your classes by the payment deadline to avoid de-**registration**.

Need to drop a course? If you decide not to take the course(s) for which you have registered, you must remove yourself from the course(s) before the first day of classes in order to be considered for a full refund. Students with financial aid awards must also drop course(s) by the deadlines or you will be charged for the tuition and fees for the courses registered. For more information about tuition, payment, refund policy and refund deadlines, review the information found at the following link: [Important Dates and Payment Information](#).

Are you using the waitlist? Emails are sent to individual students each day as seats become available. Emails are sent only to your ConnectMail email address. Check your ConnectMail daily to see if a notification has been sent to you. After the waitlist closes, students should not use this function as there is no way to register for a course using the waitlist after that date.

If you have further questions regarding your **registration** please contact us at your earliest convenience.

Durham Technical Community College
Admissions, **Registration**, and Records