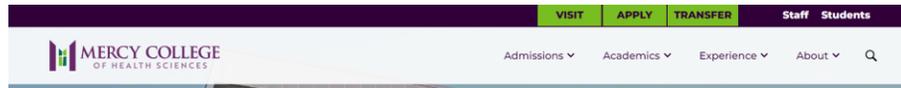


How to Register in MyMercy

1. On the MCHS website (www.mchs.edu), select Students in the top right corner:



2. Under Quick Links, select MyMercy:

STUDENT RESOURCE HUB

QUICK LINKS

- [Canvas | Traditional Courses](#)
- [Canvas | MercyPLUS](#)
- [Webmail](#)
- [MyMercy](#)
- [Microsoft 365](#)

3. Once logged in, select “Register for Sections” and “Search and Register for Sections”



Register for Sections

Please choose which type of registration you would like to use:

- [Search and register for sections](#)
- [Register for previously selected sections](#)
- [Drop sections](#)
- [Manage my waitlist](#)

4. Using at least two fields (Term and Subject), search for courses:

a. TERMS:

- i. Traditional – Fall/Spring 15 wks; Summer 14 wks
- ii. Mercy Plus – 10 wks
- iii. ABSN students – 8 and 7 wks

b. SUBJECTS:

- i. ASN courses = Nursing LPN/ASN
- ii. BSN courses = Nursing
- iii. ABSN courses = Nursing-Accl-BSN
- iv. Course number and Section can be left blank

5. Select the class(es) you wish to enroll and click SUBMIT



6. Click the drop-down box RG Register and Submit to register for all selected classes.

You do not need to select from the Action column unless you want to remove a course from the list.

