Noncredit Application Guide
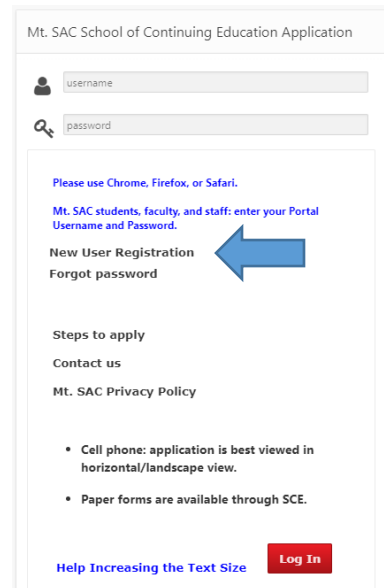
GO TO THE NONCREDIT APPLICATION

Go to: www.mtsac.edu/noncreditapp

Select "New User Registration"

FYI – The "username" and "password" are different than your assigned Mt. SAC username and password.

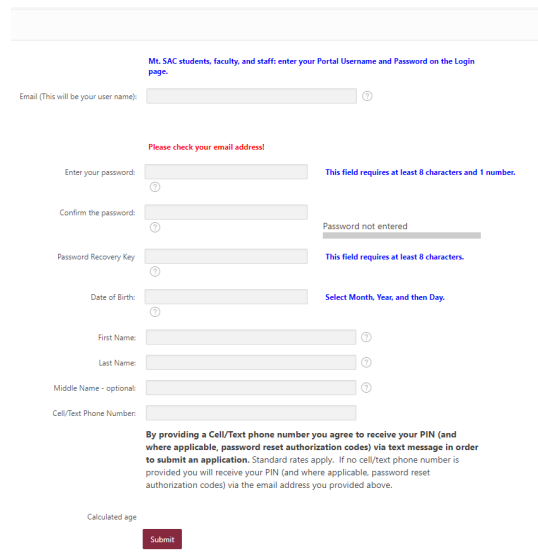## CREATE YOUR ACCOUNT

For your email, use a PERSONAL email address (NOT a school email as Mt. SAC blocks a lot of school email addresses)

Complete the other questions and then click submit.

YOUR APPLICATION IS NOT COMPLETE!

Check your email that you listed for a confirmation email with a link. Do this immediately because the link will stop working after 5 days.

CLICK THE LINK IN YOUR EMAIL

Subject: Mt. San Antonio College - SCE, Email Verification

Hello

Thank you for your submission.

In order to complete your registration you will need to verify your email address.

Click the link below, or copy and paste it into the address field of your web browser.

https://prodweb.mtsac.edu:4443/prodapex/apex1.pw_sce_processes_public.p_verify   **CLICK THIS LINK**

You only need to click this link once, and your account will be updated.

Please verify your email address within 5 days of receiving this email.

Thank you.

Sincerely,

MtSAC School of Continuing Education
phone: (909) 274-4220
Email: SCE@mtsac.edu

LOG BACK INTO THE SYSTEM & SELECT GENERAL APP

Use the username and password you created

School of Continuing Education Registration Form

Help Increasing the Text Size

Username:

Update Email Addr

SCE Applicant Number   Logon Type   MtSAC Student ID
                            MP

Personal email:

Last name ?   First name ?   Middle name ?   Date of Birth ?

Select Application Type:

General Application

High School Application (currently enrolled in grades 8-12)

PART 1: COMPLETE ALL OF THE QUESTIONS

Click on "User" and complete each section (User, Ethnicity, Education, Personal, Programs)

School of Continuing Education Registration Form

Welcome!   User   Ethnicity   Education   Personal   Programs   Submission

PART 2: COMPLETE THE SUBMISSION SECTION

Click on "Save Data" and select a term (if the current term is not available, select the next term)

Click on "Request PIN" and check your phone for a text message with your PIN.

○ Agree   ○ Not Agree

Request PIN

Return to this form and enter your PIN and press tab or the enter key.

Please use Chrome, Firefox, or Safari when submitting application.

PIN: [   ]   Enter PIN, press the Tab or Enter key.   ?

You must agree to the application submission terms for this application to be processed.

You're done!