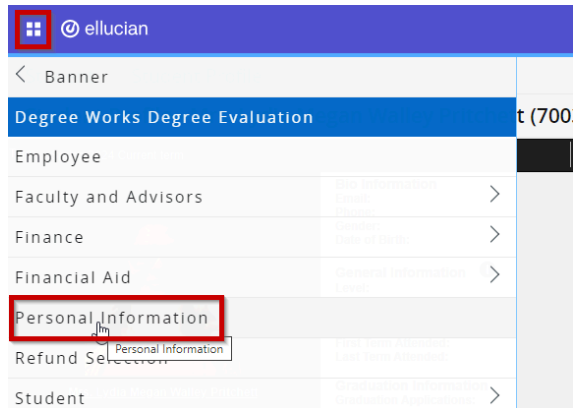


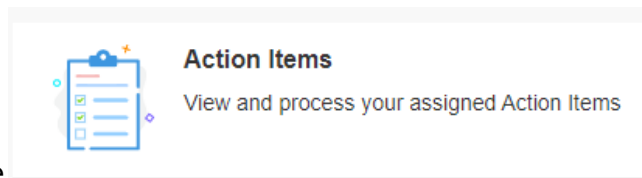
[Financial Agreement Acceptance Video](#)



Pre-Complete Registration Action Items: Financial Agreement and Contact Information Update

1. Log into MyMC (<https://my.mc.edu/>)
2. Click on “Banner Web for Students” Tile
3. Click on the 4-square menu in the upper left corner. Select “Banner”, then “Personal

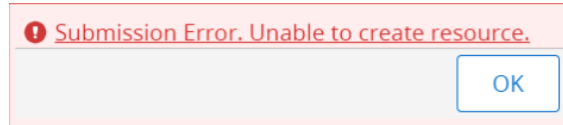


Information”

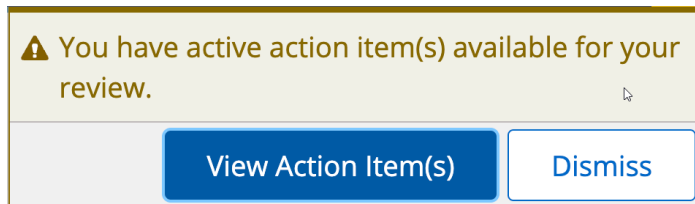


4. Click the “Action Items” Tile
5. This will display any action item you must complete or have completed.
 - a. Any Item only displaying the  Pending icon is NOT complete
 - b. Any Item displaying the  Completed icon are complete
6. To complete the action items:
 - a. Click on the “Instructions” link
 - b. Next click on the item’s title below the instructions. Wait a few moments for the Student Enrollment and Financial Agreement to load
 - c. Read the agreement and accept it by clicking the check box at the bottom of the page.
 - d. Click “Save”
 - e. Click on the Next item’s title. Wait a few moments for the Personal & Emergency Contact Information Page to load.
 - f. Update your address(es), Phone number, Emergency Contact and/or Church attendance if needed.
 - g. Click “Submit Changes”

- h. Click “Return” in the top right corner
- i. If you see an error like the one below, this is BannerWeb speak for "you are missing a required field". Please make sure you have answered all the questions before submitting.

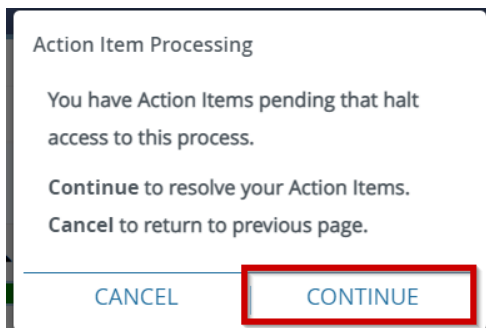




- j. Once you have it return, you may need to hit the “Dismiss” button on this message in the top right corner



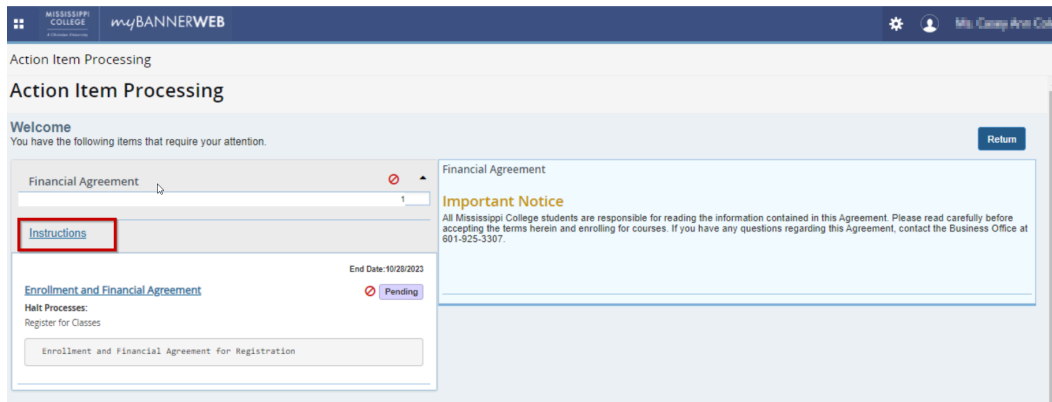
Accept Financial Agreement at Registration

7. Log into MyMC (<https://my.mc.edu/>)
8. Click on “Banner Web for Students” Tile
9. Go to “Registration and Planning” from the links below your picture
10. Click “Add/Drop Classes”
11. This will redirect you to the “Action Item Processing” Screen. Click “Continue”

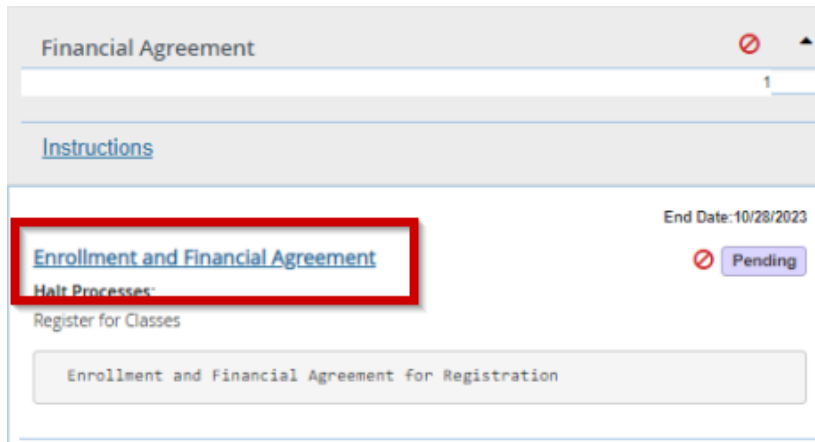


12. This is will display any action item you must complete or have completed.
 - a. Any Item only displaying the  icon is NOT complete
 - b. Any Item displaying the  are complete
13. To complete the action item:

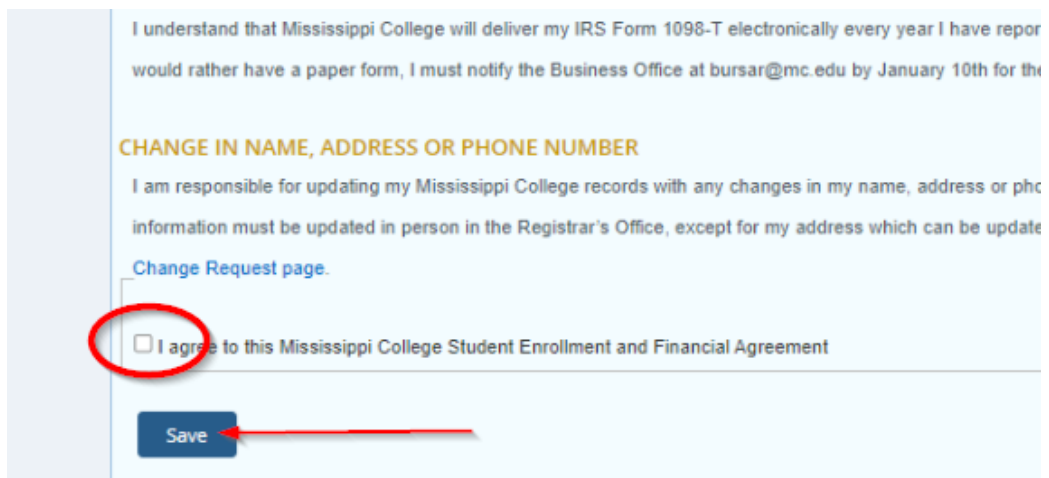
- a. Click on the “Instructions” link



- b. Next click on the item’s title below the instructions. Wait a few moments for the Student Enrollment and Financial Agreement to load



- c. Read the agreement and accept it by clicking the check box at the bottom of the page.
d. Click “Save”



- e. Click on the next item’s title below the instructions. Wait a few moments for the Personal & Emergency Contact Information Page to load.

Action Item Processing

Welcome

You have the following items that require your attention.

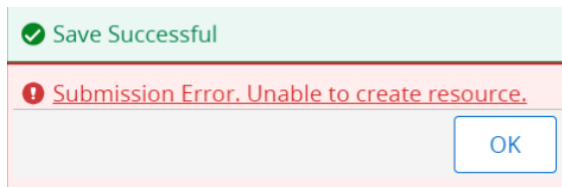
The screenshot shows a user interface for 'Action Item Processing'. At the top, there is a 'Welcome' message and a notification that there are items requiring attention. Below this, there is a list of items. The first item is 'Registration Items', which is highlighted with a red box. It has a status of 'Pending' and an end date of 10/25/2024. The second item is 'Enrollment and Financial Agreement', which is marked as 'Completed' and also has an end date of 10/25/2024. The 'Registration Items' item has a 'Halt Processes' section with links for 'View Registration Information' and 'Register for Classes'. The 'Enrollment and Financial Agreement' item has a 'Response saved on' date of 03/21/2024 and a 'Current Response' of 'I agree to this Mississippi College Student Enrollment and Financial Agreement'. There is also a button labeled 'Enrollment and Financial Agreement for Registration'.

- Update the your address(es), Phone number, Emergency Contact and/or Church attendance if needed.
- Once your information is correct, click “I have reviewed the information above and provided updated information”.
-

The screenshot shows a form titled 'Update Church Membership'. At the top, there are 'Add New' and 'Refresh' buttons. Below the title, there is a paragraph of instructions: 'Click "Add New" to provide the name of the church where you are currently a select "Church not listed." If you are not a member of a church, please select'. Below this, there is a dropdown menu for 'Your Current Church Membership: *' with the value 'Pinelake Church Brandon'. At the bottom, there is an 'Add New' button and a checkbox labeled 'I have reviewed the information above and provided updated information.', which is highlighted with a red box.

- Click “Submit Changes”
- Click “Return” in the top right corner

- l. If you see an error like the one below, click “OK” until the error is gone. Then click return in the top right corner. The Registrar’s office is currently working to resolve this error but it is not affecting your ability to register.



- m. Once you have it return, you may need to hit the “Dismiss” button on this message in the top right corner

