


Registering Online Through My PLT

How To	Steps
<p>Login for the first time</p> <p>The first time you login, the username and the password are the same as your FCPS domain name. Visit My PLT on the Internet or intranet for more information.</p>	<ol style="list-style-type: none"> 1. Click on the My PLT login link.  2. When logging on for the first time, your username and password will be the same as your FCPS network name. 3. <i>Username:</i> Type your <i>FCPS network name</i> (e.g., zasmith) 4. <i>Password:</i> Retype your <i>FCPS network name</i> (e.g., zasmith). Use your current network password. 5. Click on the Login button. 6. If you have not used My PLT before, you will be prompted to type a new password (maximum length of 8 characters). 7. You will be prompted to retype the new password to confirm. 8. Set a password clue to be used for the self-service “forgot my password” feature.
<p>Search for courses using a term in the title or description</p>	<p>After login, from the main page, in the Course Search box:</p> <ol style="list-style-type: none"> 1. Click in the <u>title line or description</u> and type search term. 2. Click on the Find Courses button <p>To see the sections offered for a particular course</p> <ol style="list-style-type: none"> 1. Click on the View Sections button <p>To see all sections of the for the course</p> <ol style="list-style-type: none"> 1. Click on the View All Sections button
<p>Search for courses using a date or date range</p>	<p>After login, from the main page, in the Course Search box:</p> <ol style="list-style-type: none"> 1. Use the start and end date fields to select a particular date or date range. 2. Click on the Find Courses button.
<p>Register for a class</p>	<p>From the course search results list:</p> <ol style="list-style-type: none"> 1. Click on the particular course title. 2. Click on the <i>Section</i> title. 3. Click on the Register button. <p>You will receive an e-mail confirmation of the registration.</p>
<p>Withdraw from a class</p>	<p>After login, from the main page, from the <i>My Courses Search</i> box:</p> <ol style="list-style-type: none"> 1. Note the particular class. 2. Click on the Withdraw button. <p>You will receive an e-mail.</p>
<p>Get on a wait list</p> <p>When selecting a section, if the class is full, and there are slots available on the wait list, you will see the waitlist button.</p>	<p>From the course registration screen, when given the option:</p> <ol style="list-style-type: none"> 1. Click on the Wait List button. 2. Click on the Next button. <p>An e-mail notification will be sent to you if you are moved into the class.</p>
<p>Changing your password</p>	<ol style="list-style-type: none"> 1. Login to My PLT. 2. Click on MY ACCOUNT at the top of the main page. 3. In the password field, retype the password. 4. Retype the password to confirm the change. 5. Note the new password. 6. Click on the <i>Logout</i> tab.
<p>Contact support</p>	<p>Contact the IT Service Desk at 703-503-1600 or itservicedesk@fcps.edu</p>

Drop procedures for university courses are on page 8.