**Step One:**

If you haven’t already, you will need to apply for admission to Herkimer College. Before registration, you will need to be an accepted student. Non-Matriculated students are automatically accepted within two business days of application. Matriculated students will be notified by our Admissions Department if they are accepted. You can find a link to our online application here:

https://www.herkimer.edu/admissions/apply/
Step Two:

Go to http://herkimer.edu/sos

User Login

Read Instructions Carefully

1. Enter your HCCC Student ID number or Social Security number (your Student ID number, this can be found on the back of your ID card, on your bill or Student Schedule).
2. Enter your PIN.
   a. If this is your first time logging in your pin will be Herk/MMDDYYYY where MMDDYYYY is your Date of birth
3. Returning users who forgot their PIN can click the Forgot PIN button below and answer the security question to reset their PIN.
4. If you have never logged in before or did not set up security questions please contact the helpdesk at (315) 856-0300 x8555 or help@herkimer.edu to reset your pin.
5. To make Credit Card or ACH payment:
   a. Select Student Services link under the Student Services tab.
   b. Select the Make a Web Payment link.

User ID: 
PIN: 
Login  Forgot PIN?
Step Three:

Login to Student Online Services

User ID – HCCC assigned Student ID Number (it begins with an “H”) or your Social Security Number, no dashes, no spaces

PIN – Initially Herk!mmddyyyy (mmddyyyy would be your 8-digit date of birth)

If you need any assistance with your Student Online Services (SOS) Account, please contact the Help Desk at Help@herkimer.edu or by telephone, during regular business hours, at 315-866-0300, X8555.

User Login

Read Instructions Carefully

1. Enter your HCCC Student ID number or Social Security number (your Student ID number can be found on the back of your ID card, on your bill or Student Schedule).

2. Enter your PIN.
   a. If this is your first time logging in your pin will be Herk!mmddyyyy where mmddyyyy is your date of birth
   EXAMPLE: If your DOB is August 1, 1996 your pin will be Herk!08011996

3. If you need to reset your password you can click the Forgot PIN button below and answer the security question to reset your PIN.

4. If you have never logged in before or did not set up security questions please contact the helpdesk at (315) 866-0300 x8555 or help@herkimer.edu to reset your pin.

5. To make Credit Card or ACH payment:
   a. Select Student Services link under the Student Services tab.
   b. Select the Make a Web Payment link.

User ID: [ ]
PIN: [ ]
Login  Forgot PIN

RELEASE: 8.9.5
Step Four:
Select Student Services.

Step Five:
Select Registration link.
Step Six:

Select Register or Add/Drop Classes link.

Step Seven:

Select the term using the drop-down menu and click the Submit button.
Step Eight:

Enter the CRN Number(s) for the course(s) you would like to register for then click the Submit Changes button.

Or, if you don’t know the CRN Numbers, click the “Class Search” button. Then click the “Advanced Search” button.

Hold down your Ctrl key while clicking to select multiple specific Subjects or select All to view all.

Select “Herkimer Main Campus” to view on-campus and hybrid course offerings. Select “Internet Academy” to view only the online course offerings.
Check the box located directly in front of the courses which you would like to register for:

<table>
<thead>
<tr>
<th>Select Box</th>
<th>Remaining Seats available in class</th>
<th>Instructor</th>
<th>Meeting Day and Time (for on-campus courses only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Once you have selected the courses you would like to register for, scroll to the bottom and click the “Register” button:

Step Nine:

Review your schedule:

Select Student Services tab.

Select the Registration link.

Select the Student Schedule link.

If you can view the courses you registered for, you were successful!