Enrollment Process for TCC Real Estate Classes

These instructions take you through all steps necessary to enroll in TCC as a student, qualify as a Real Estate student, and register for a Real Estate class. Each of these steps must be completed before you can register in a TCC Real Estate class. Be sure to allow yourself no less than three business days to complete these steps AND get registered for the class.

- If you have taken courses at TCC previously and have your WebAdvisor login set up, you may begin the instructions at Day 2 – Qualify as a Real Estate Student.

- If you have previously taken a TCC Real Estate course, please begin at Day 2 – Register for Class.

Day 1 – Enroll as a Student

1. Go to Active Apply at https://aa-web.tccd.edu/

2. Complete the application to the College as a Continuing Education student. 24 hours are required for processing. The complete instructions for Active Apply are located at http://www.tccd.edu/admission/how-to-apply/cie/. The system will require 24 hours before you can continue the enrollment process.

Day 2 – Access WebAdvisor – Change temporary password

3. Go to WebAdvisor – the portal for your individual student account at https://waj.tccd.edu/TCC/WebAdvisor3/login.jsp

4. Select Password Help.

WebAdvisor Name/Password Help

What's my user name

What's my password hint?

Learn more about password requirements

User name and password are case sensitive

User Name: 
Password: 
Submit
5. Reset your initial password. Your initial password is the last 6 digits of your SSN. Your username is usually [first name.last name]. If you have trouble, first try the What’s my username? link. You can verify your username by entering your last name and SSN#.

If this is your first time in WebAdvisor, there will be several boxes for you to review and accept. Please review and accept each statement.

The following links may display confidential information

Your initial default password is the last six (6) digits of your SSN.

<table>
<thead>
<tr>
<th>User Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>What’s my username?</td>
</tr>
<tr>
<td>What’s my password hint?</td>
</tr>
<tr>
<td>Change my current or temporary password</td>
</tr>
<tr>
<td>Change password (I do NOT know my password)</td>
</tr>
<tr>
<td>I want to change my security questions</td>
</tr>
</tbody>
</table>

6. Log in to WebAdvisor. The tab is located at the top right of the screen.

7. Select Student.

8. Under Student Information, select Colleague ID and record this number.

Day 2 – Register for Class

9. Call TCC Northeast Campus Community & Industry Education Services at 817-515-6500 to ask for the Real Estate welcome packet. You must sign the House Bill 1508 notification prior to registration.

10. Log in to WebAdvisor at https://waj.tccd.edu/TCC/WebAdvisor3/login.jsp

11. Select Student and go to Find Sections.
12. Select the appropriate **Continuing Education Term**. Then use the drop-down menu to select the four-letter topic code—RELE – Real Estate—assigned to the course(s) you wish to take. Then select the name of the course you want to take.

13. Select the check box to the left of the course you want and then select **Submit**.

14. Your **Preferred List** of courses will then display. Review your selection and select **Proceed to Registration**.

15. Open the **Action** drop-down menu, select **Register** to register for the course and select **Submit**.
16. Pay for your course. You can continue through the system to pay for your course or you may go to the Business Services Office at any TCC campus to pay in person. **You must pay within 24 hours of registration, or you may be dropped for non-payment.**

**Day 3 – Verify your registration and access to myTCC**

17. Go to myTCC at [https://my.tccd.edu/](https://my.tccd.edu/) and use your WebAdvisor credential to log in. Your course should be listed on the screen under **My Courses** for you to select and enter. If not, please call us at 817-515-6502 or 817-515-6996 to verify your registration in the course is complete.

**Technical Assistance for myTCC**

Call our 24/7 Technical Support—available 24 hours a day, 7 days a week—at 817-515-6411.