

To log in to your HUB account go to the LLC homepage and look to the right-hand corner of your screen. Click on "Laker Hub Login."

1

Insert User name and Password on this screen. If you do not have one, or have forgotten your credentials, choose "What's My User ID?" or "What's My Password?"

2

Connect your Laker Mail:  
Click on the phrase "Try entering your credentials."

3

# Time to get registered!

Follow these steps to search for your classes and get registered. Be sure to print off a class schedule and your booklist (when available).

Start by entering web\ (the backslash is above the Enter key) then your username following it. See the example above.

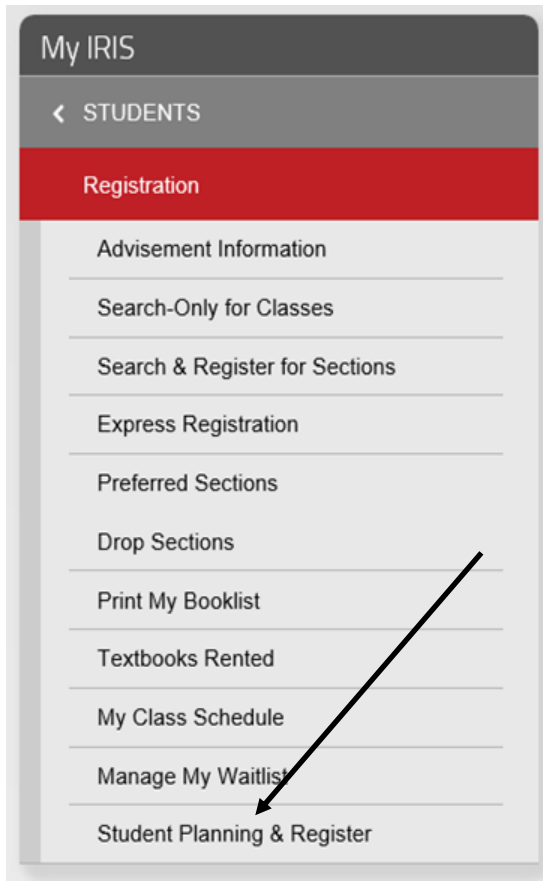
Confirm your password.

This will be the same password you used to log in.

4

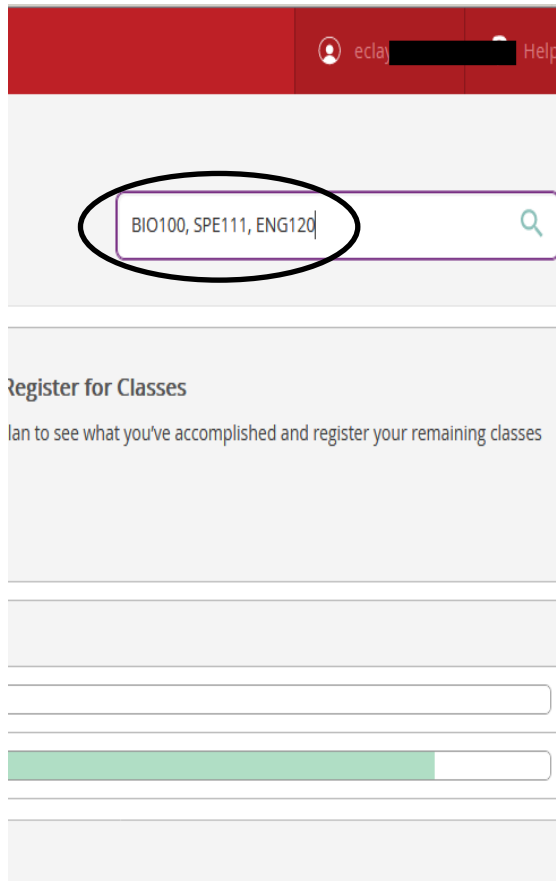
Once your email is hooked up it should look like the photo above.

5



1. Look to the left side of the screen and click on the "Students" tab.
2. Choose the "Registration" tab.
3. Choose "Student Planning & Register."

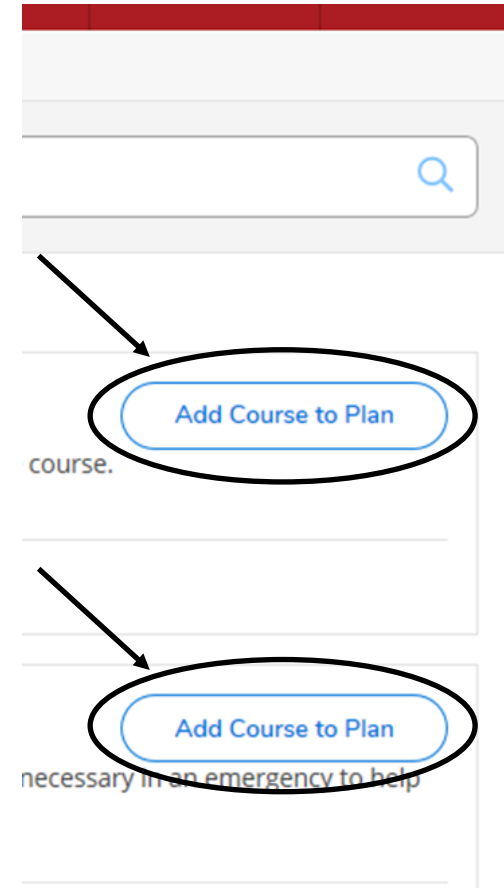
**6**



In the right hand corner, start typing the course numbers you were assigned and press search.

\*Make sure to put a space after the comma between course numbers .

**7**

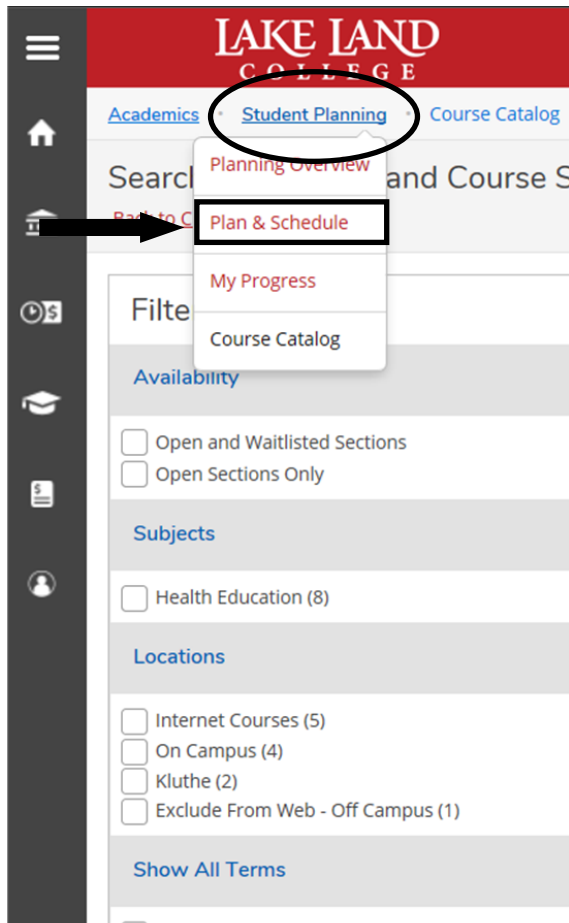


When the correct course(s) appears, select "Add Course to Plan." You will also need to select the correct academic term from the dropdown menu.

\*Ex: Spring 2018

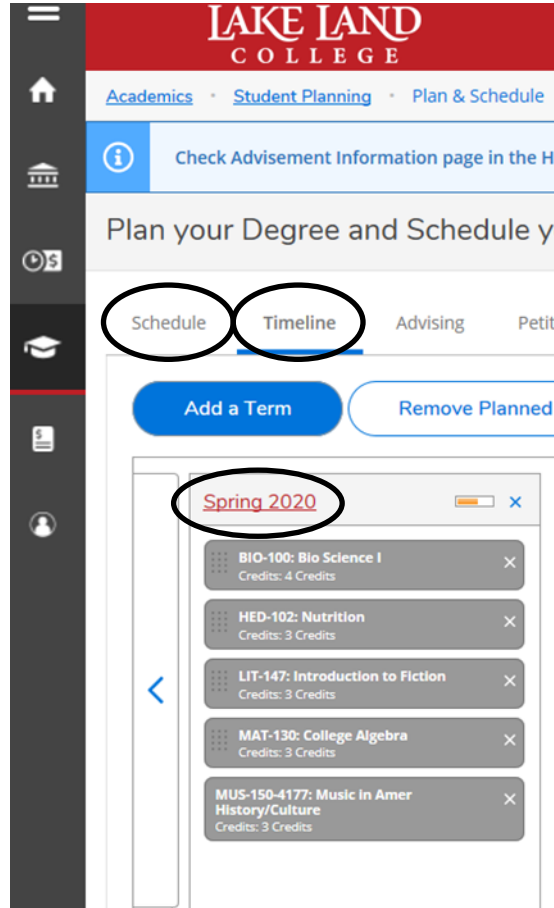
\*Make sure to choose EACH course added.

**8**



Once you have added all of the courses from your list, Click on the "Student Planning" tab and select "Plan and Schedule" from the drop down menu.

9

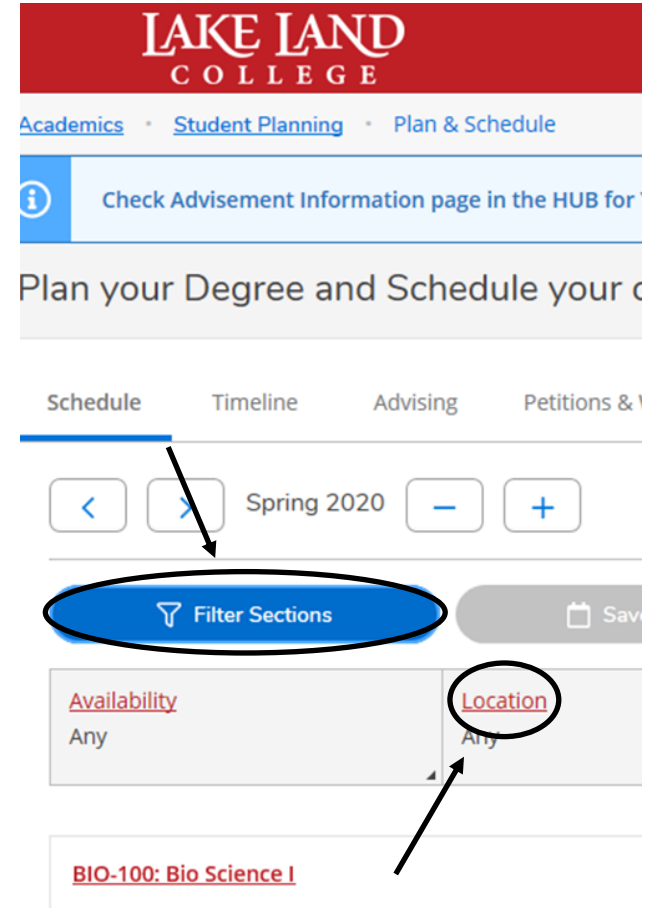


Select "Timeline" to view your list of courses.

Once all of the courses are listed, select the "Schedule" tab to the left of "Timeline".

\*Hint: All classes on your list should be listed under the semester for which you are registering.

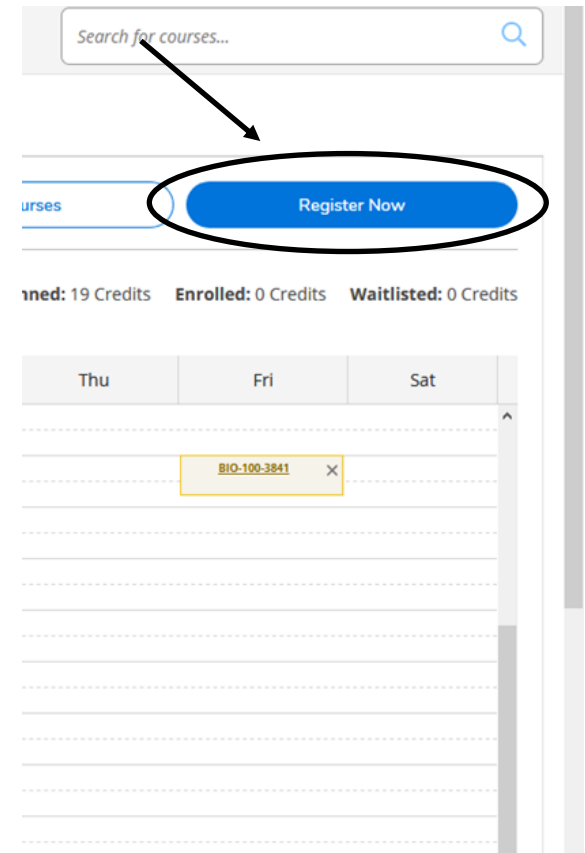
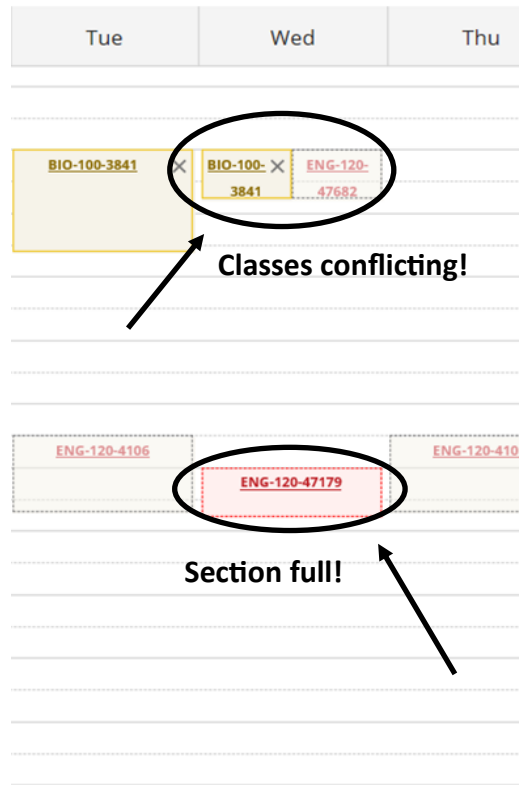
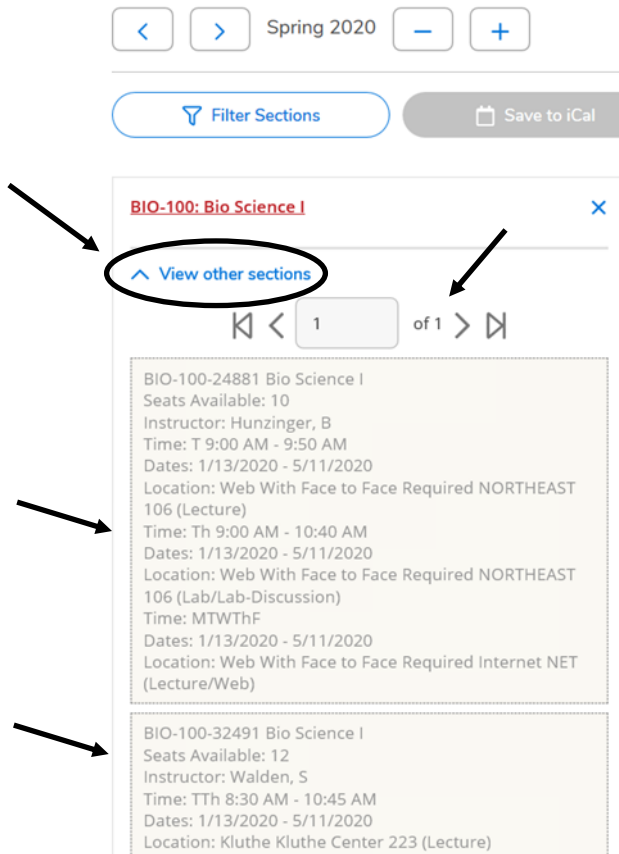
10



Click on the "Filter Sections" tab to open the filtering options. In the "Locations" section, select your preferred location for your first class.

\*You do not have to use the "Filter Sections" if you want to see ALL courses listed.

11



Under the first planned course title, select the "View Other Sections" tab. Section options should appear in the schedule to the right of your list of courses; you may need to advance through more than one page to see all options. Click on the section that works best for you to add it to your schedule. **12**

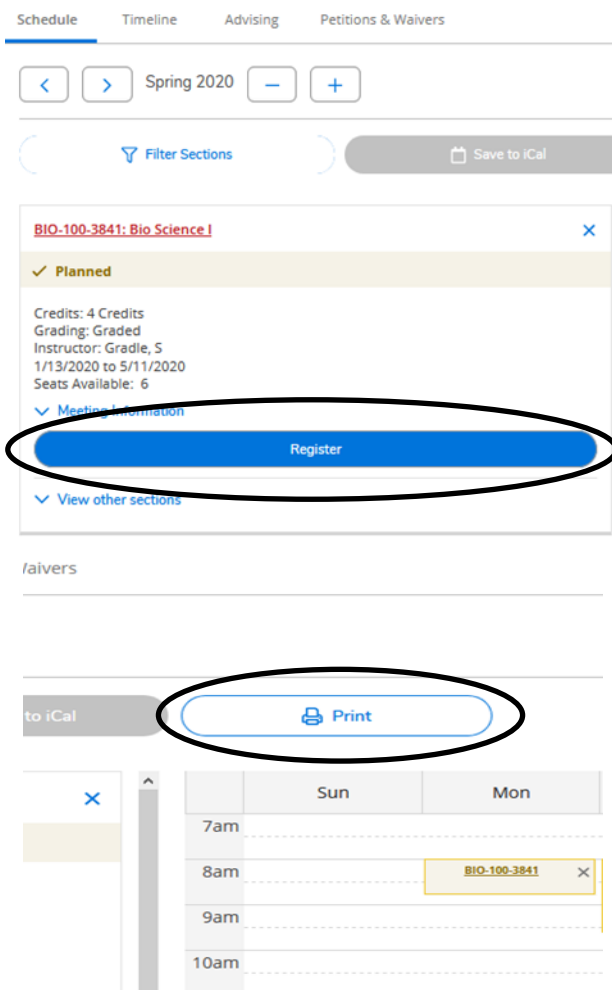
Hints:

- \*Courses on the schedule that are in a red box are full; you may not select these courses.
- \* Be sure that none of your classes are conflicting!

**13**

**Repeat steps #11 and #12 for each course.**

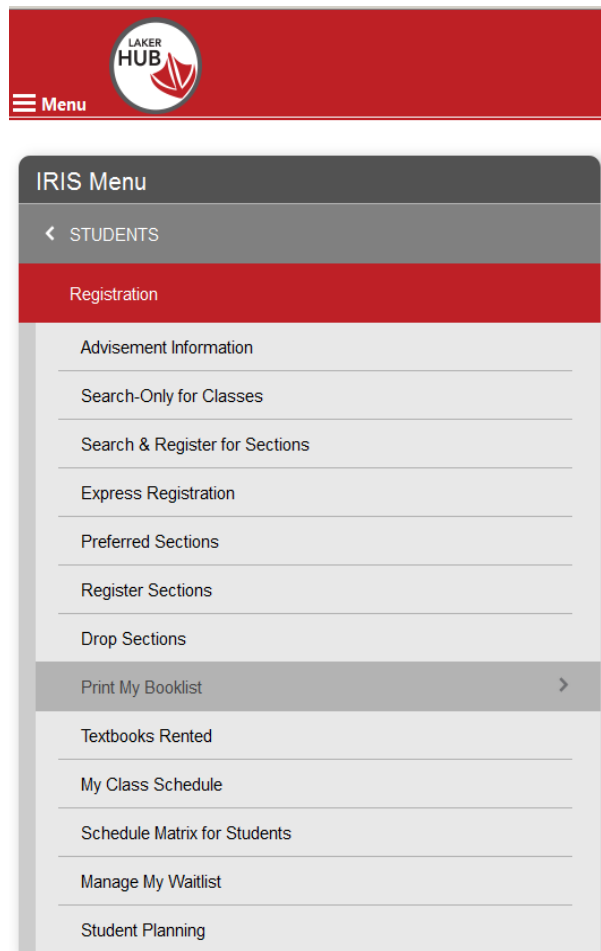
To complete your registration for your selected sections, click on the blue "Register" box in the top right corner. Courses for which you have completed registration should appear on your schedule to the left highlighted in green. **14**



You may also register for each course individually by clicking on the **“Register”** button below each course title on the left.

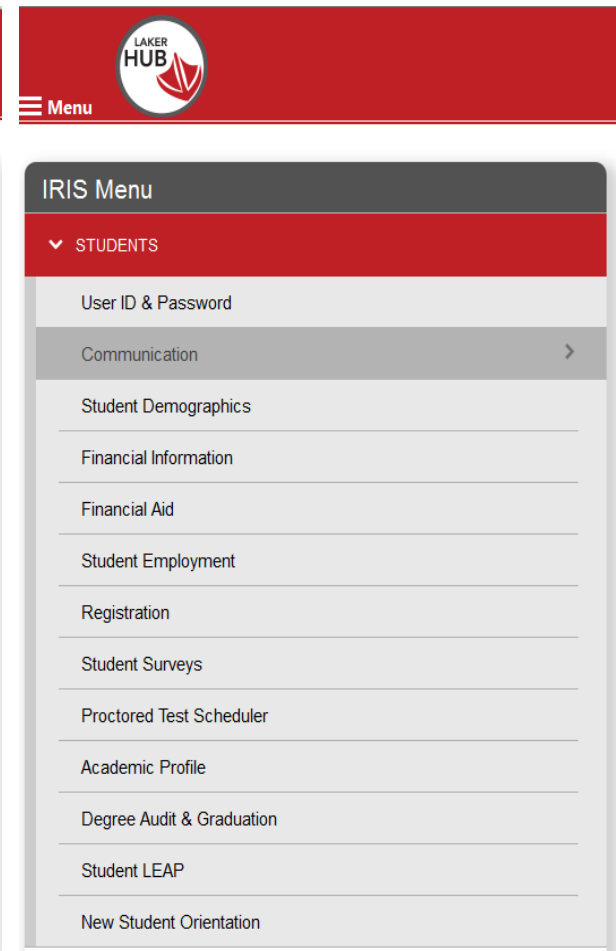
To Print your scheduled courses, click the **“Print”** button in the middle of the page.

**15**



After registration is complete, go back to the main HUB page. You may also choose to print your booklist if it's available. Choose **“Print My Booklist”** under the **“Registration”** tab, choose your term, and click **“Print My Booklist”**

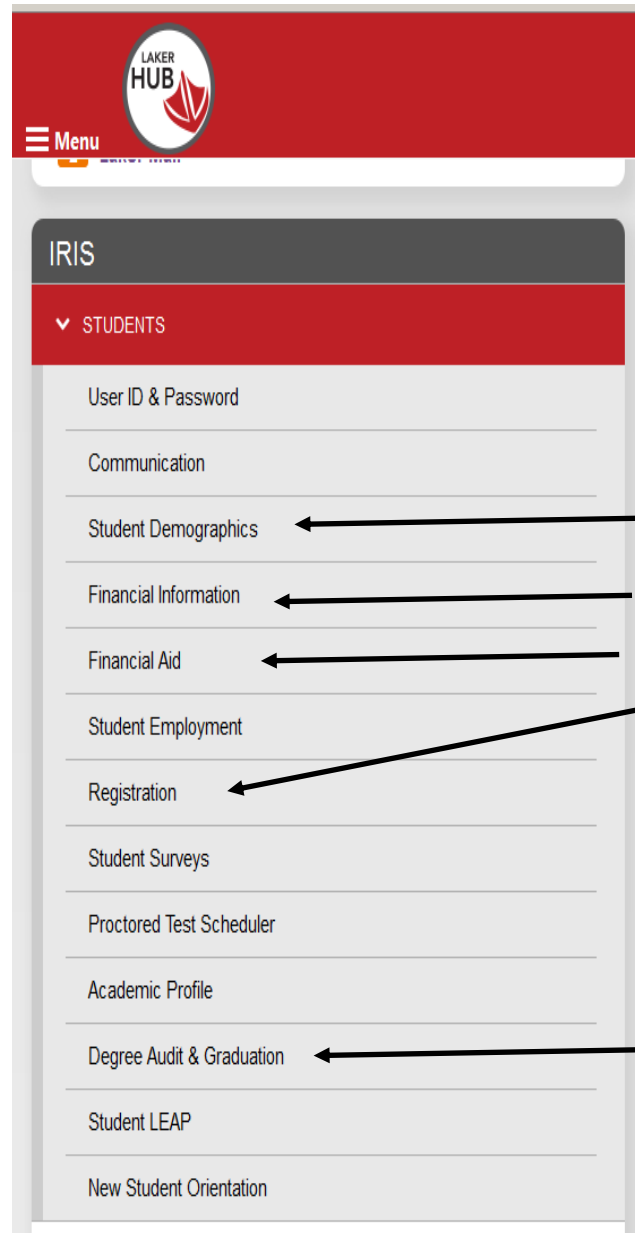
**16**



To sign up for text message alerts about class cancellations, critical incidents, college closings due to weather, and other general college announcements click on the **“Communication”** tab, then click on **“Text Messaging and Email Notification.”**

**17**

What else can I do with my HUB account?



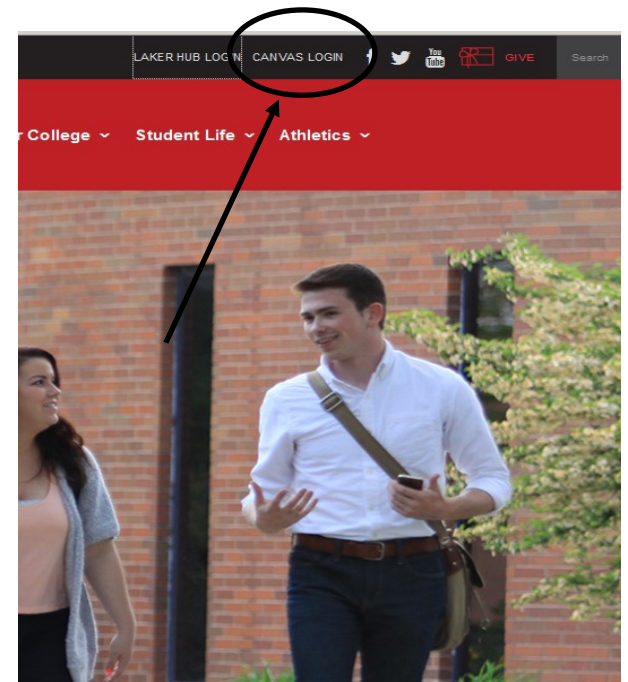
← Change your major here

← View and pay your bill here

← Get all your financial aid information here.

← Find your academic transcripts

If you have any questions about the registration process please contact Counseling Services at 217-234-5232.



Log into your online classes here, through the main campus website.

\*Note: User ID and password will be the same as your HUB information.