



As a New Student to Augusta Technical College, you now have a school email address and Student ID number (900#) to access CougarWeb. CougarWeb gives you access to your personal and academic information via the internet. Through CougarWeb, you can register for classes, view grades, transcripts, account balances, financial aid information, and much more.

First Time using the CougarWeb portal?

- Visit www.augustatech.edu and click **CougarWeb**
- Login using your **Augusta Tech email address** and **Student ID number** (password)
- Click **Get Started**
- Click **Next**
- Click **Accept**



The first time you log in, you will be prompted to set up your multi-factor authentication. Review the following links before proceeding:

- [Okta Multi-Factor Authentication Setup Guide](#)
- [First Steps after Signing into Okta](#)

Trouble logging in? Please contact the IT Help Desk by phone at 706.771.4864, by email at augtech_it_helpdesk@augustatech.edu, or by submitting the IT Help Desk Request Form.

How to Register for Classes:

1. Under **Student Services**, click **“Registration”**
2. Select **“Register for Classes”**.
3. Select the term you want to register for and select **“Continue”**.
4. Search for classes on the **“Find Classes”** tab using course subject and/or number. Filter results by adding a campus or using Advanced Search options.
 - a. Days of course offerings are highlighted under the *Meeting Times* column
 - b. If no days are highlighted, it is an online class
5. In the search results, select **“Add”** next to a class to add it to your Summary.
 - a. If your Summary is not shown, click the down arrow to generate the Schedule and Summary



6. Courses added to your Summary will appear by date and time in the **“Schedule”** section of the page.
7. Select **“Submit”** to register.

Successfully registered courses will change from “Pending” to “Registered” in the status column of the summary.

Summary							Tuition and Fees
Title	Details	Hour	CRN	Schedule Type	Status	Action	
Composition and Rhet...	ENGL 1101, 13	3	16933	Asynchronou...	Pending	**Web Registered**	

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0



Note: Courses are not Registered until the “Submit” button is clicked on your schedule summary.

- To View or Print your Schedule, click the “Schedule and Options” tab, then the printer icon.
- To View or Print your Account Summary (bill), access the Home Cougar Web tab in the browser and click **Account Summary** under Financial Aid.

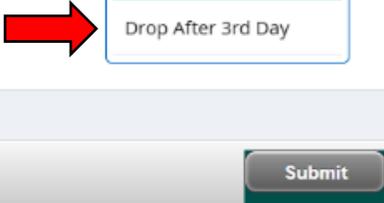
How to Withdraw from a Class after the 3rd Day of the Semester:

1. Log into **CougarWeb** and select “Registration” under Student Services
2. Select “Register for Classes”
3. Select Term and click **Continue**
4. Choose the “Drop After 3rd Day” action from the drop-down menu for each class you want dropped in the schedule summary.
5. Select “Submit”

Note: Status will be updated to “Withdrawn”

Summary							Tuition and Fees
Title	Details	Hour	CRN	Schedule Type	Status	Action	
Composition and Rhet...	ENGL 1101, 13	3	16933	Asynchronou...	Registered	None None Drop After 3rd Day	

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 21



IMPORTANT NOTES:

- If you receive financial aid, be sure to check with the Financial Aid Office before making any changes to your schedule. Contact Financial Aid at finaid@augustatech.edu or 706-771-4149.
- You must drop courses with a co-requisite at the same time when dropping online (i.e. BIO 2113 and BIO 2113L). If you would like to drop a co-requisite course without dropping the lab, you will need to complete a schedule change form.
- You must complete a Schedule Change form to change sections (change from one class time to another, from in-person to online, etc.)