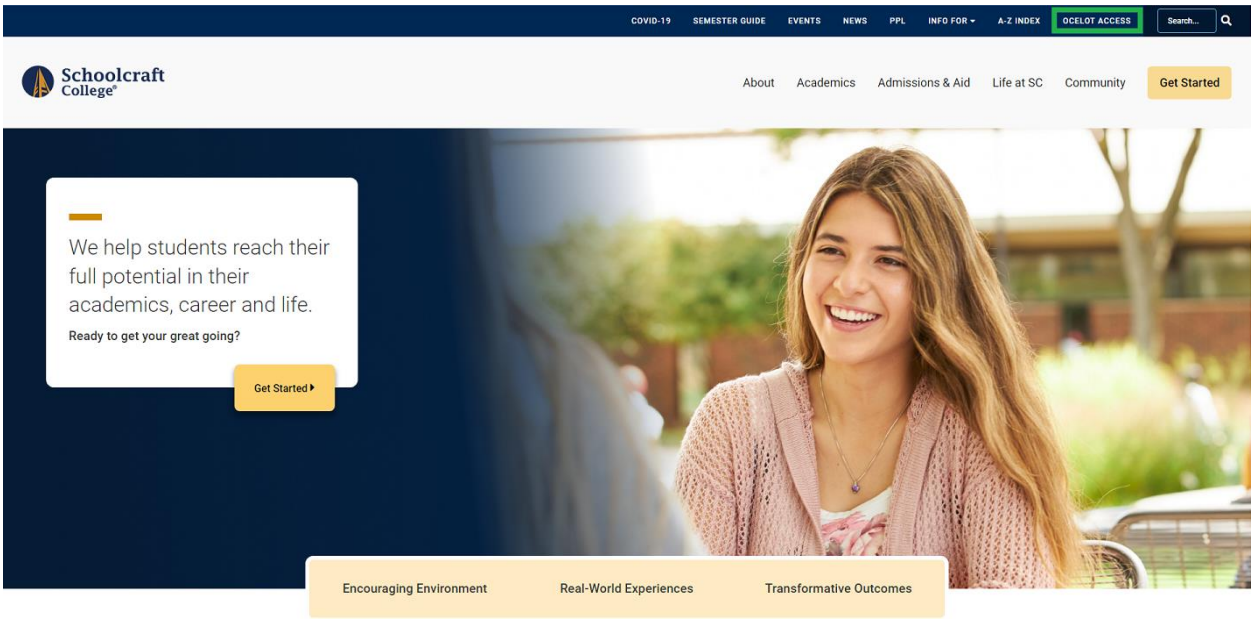
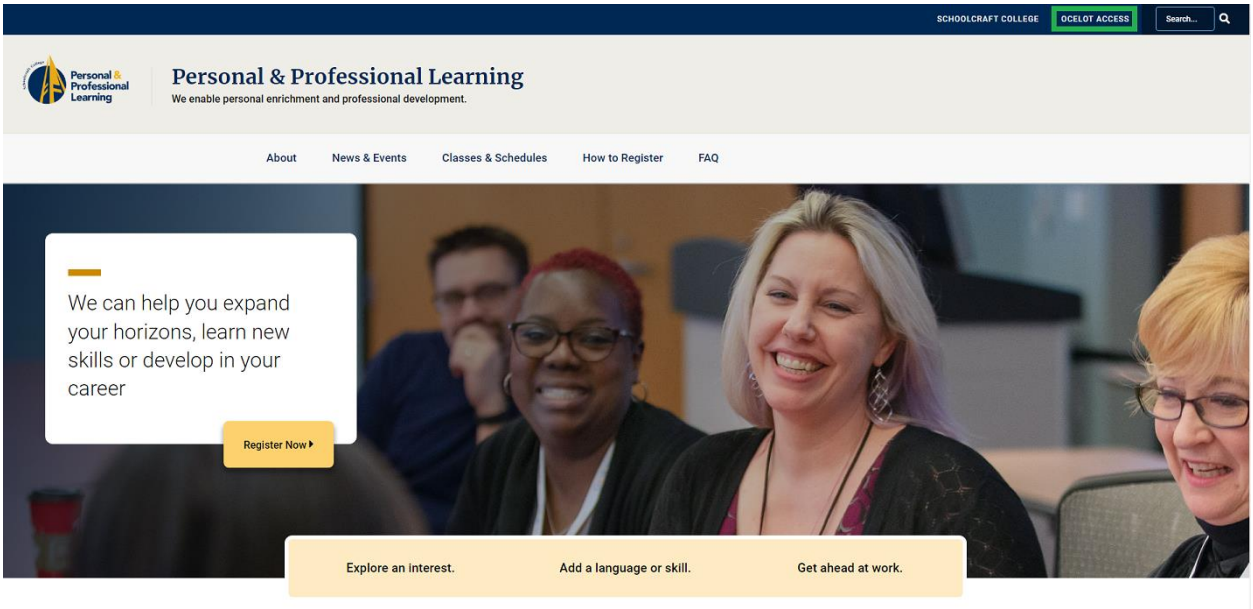
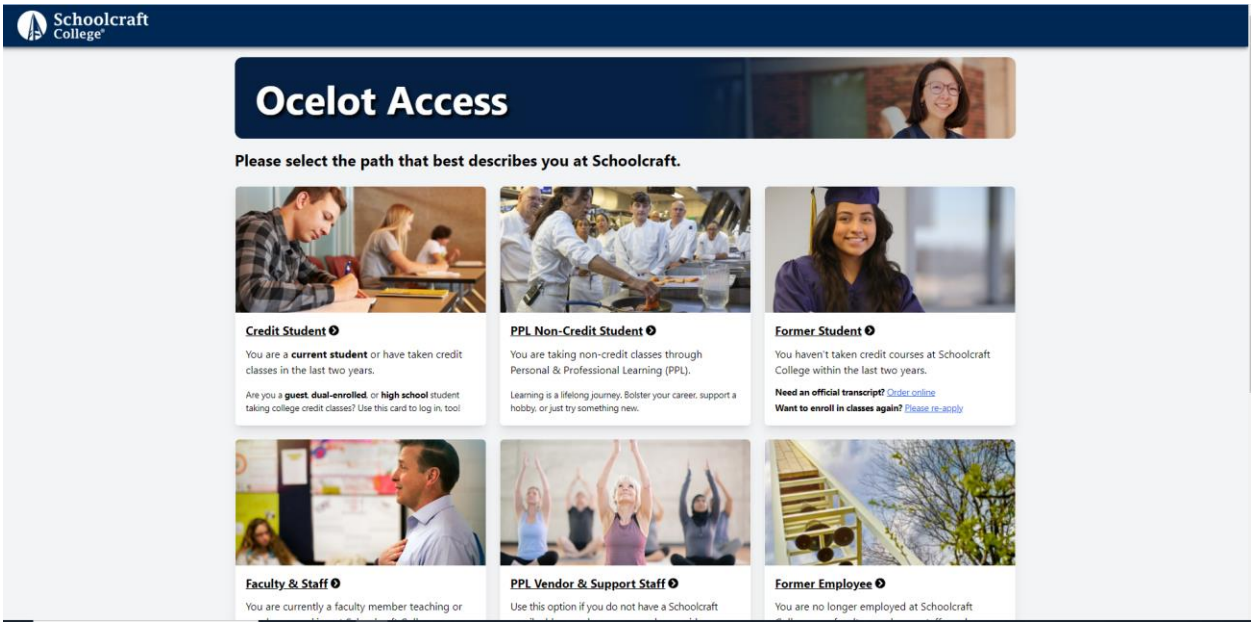
Helpful Tips for PPL Registration

1. Whether you are starting from www.schoolcraft.edu or the PPL homepage, www.schoolcraft.edu/ppl, you will want to click on ***Ocelot Access*** in the upper right hand corner.

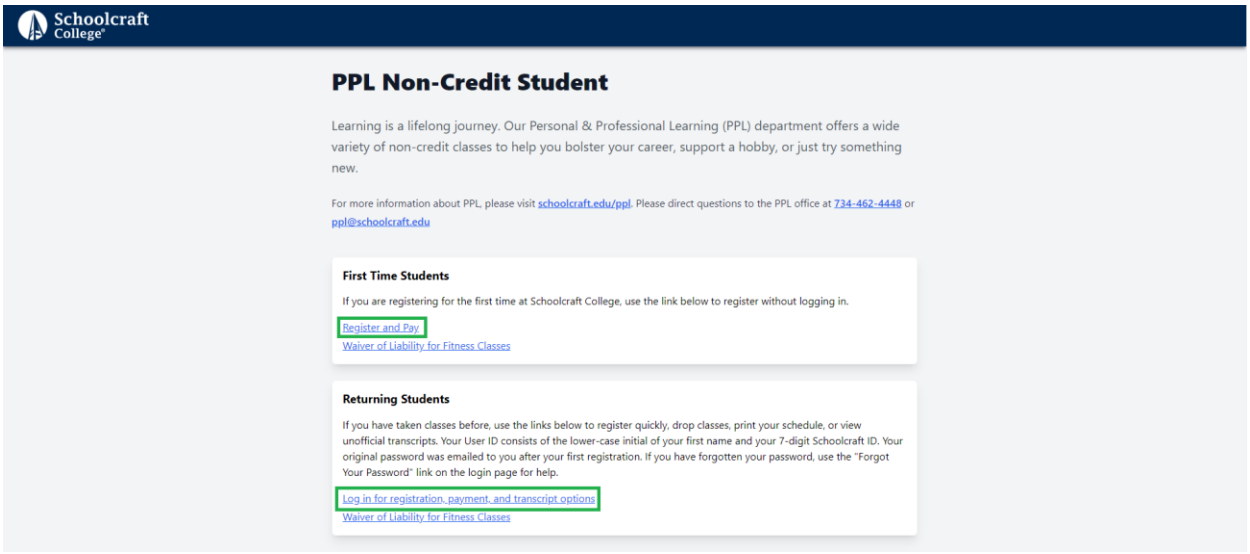




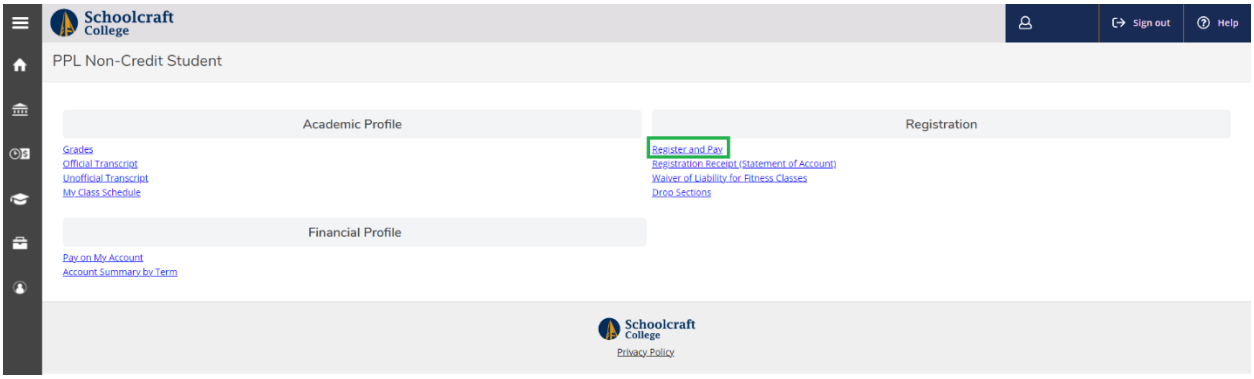
2. If you want to register for PPL classes (including Kids on Campus and MSF Motorcycle courses) click on the ***PPL Non-Credit Student*** option.



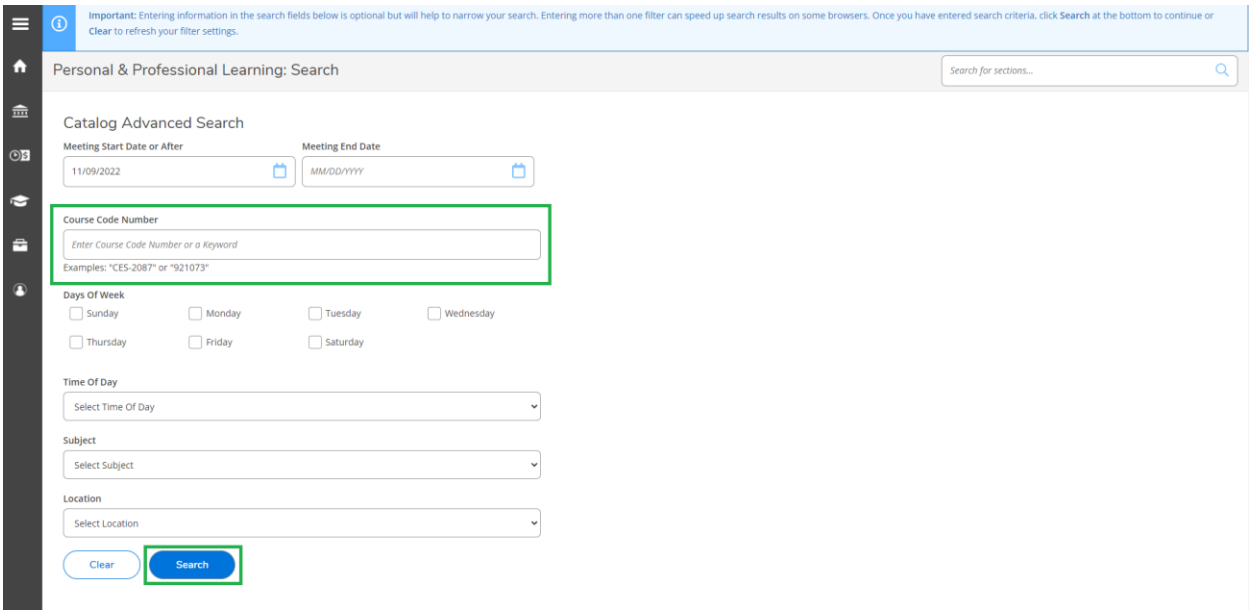
3A. If you have taken any type of class at Schoolcraft before, you will need to click ***Log in for registration, payment and transcript options*** under the Returning Students section, as you already have an account. If you are a first-time registrant, you will click ***Register and Pay*** located under First Time Students.



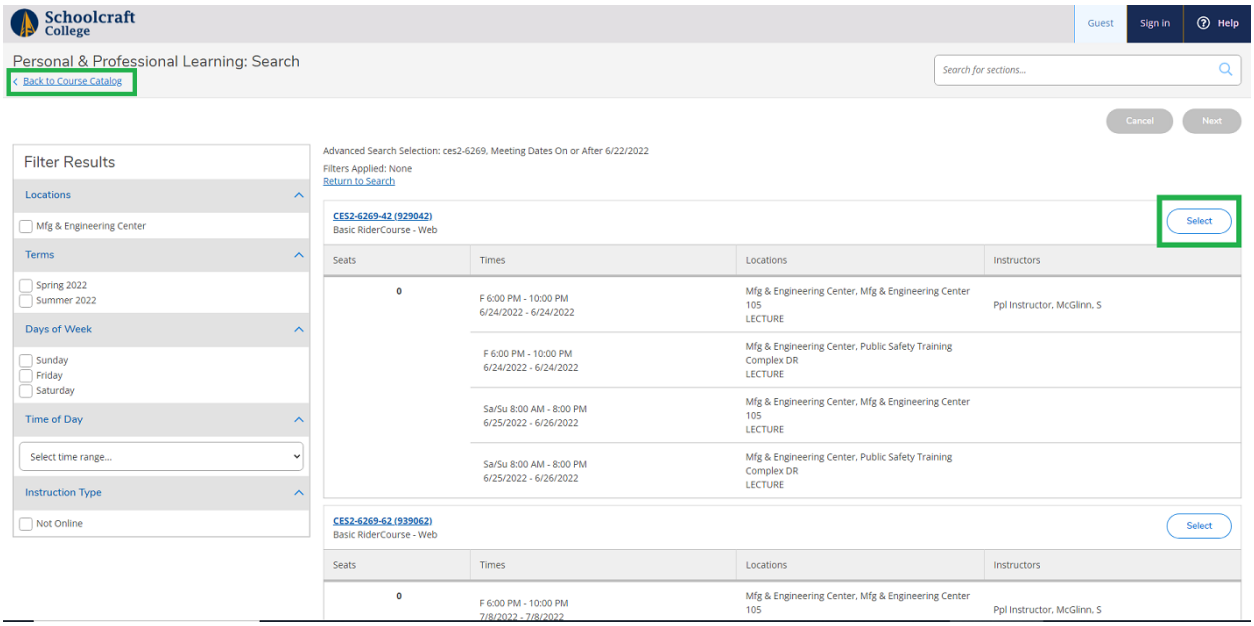
3B. If you logged in, you will click ***Register and Pay***, located on the right.



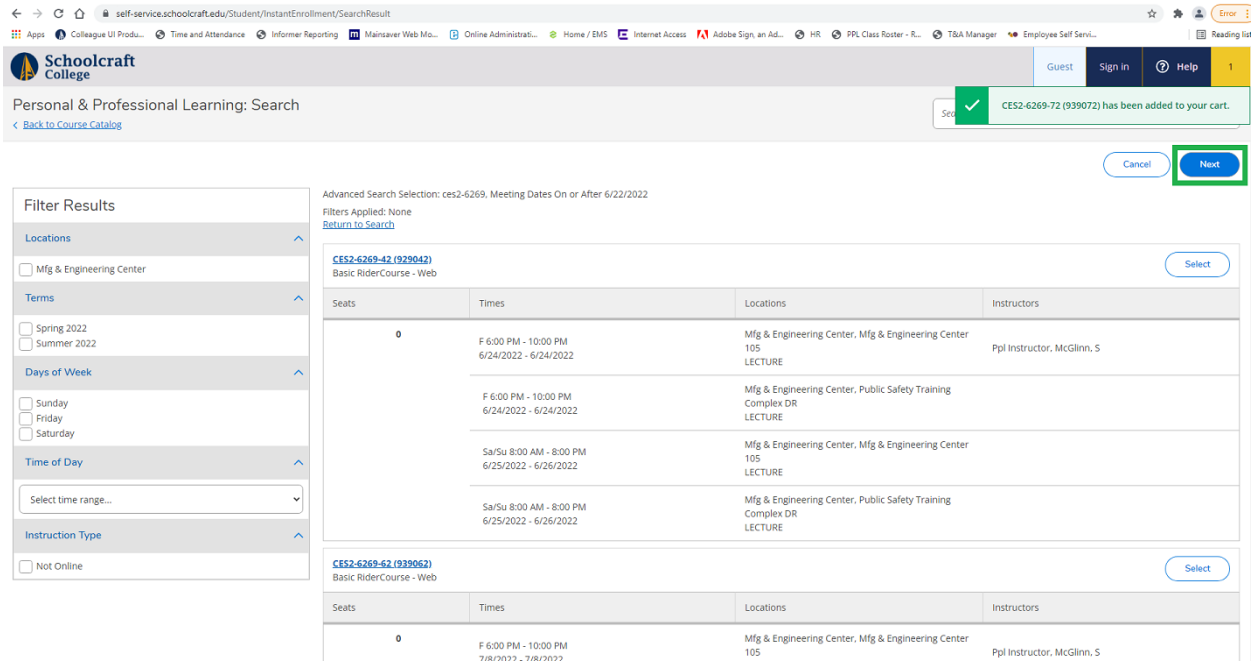
4. Enter the CES ***OR*** 6-digit section number for your desired class in the ***Course Code Number*** box and click ***Search***. No other information is needed. Entering the CES number will allow you to select from all the different days and times that class is offered. Entering the Section number will take you to the exact day and time you desire.

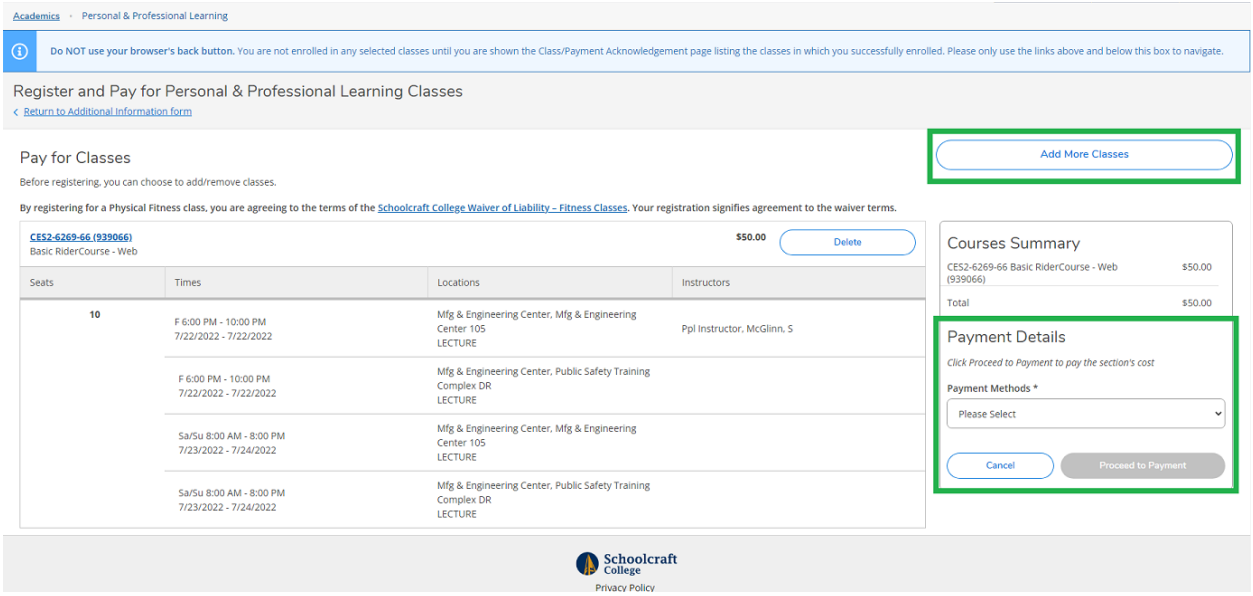


5. If the search does not work, **do not** use your browser's back button. Click on the ***Back to Course Catalog*** to return to the search page. When you find the class you want, click ***Select*** on the right hand side. This will open a window that will show you the course details. If everything looks correct, click the blue ***Add Section*** button on the bottom right of that window.



6. Once your class has been added to your cart, click the blue ***Next*** button on the right hand side to proceed.



7. **If you are logged in, skip to Step 8.** If you are not logged in the next page will ask for your personal information. If you enter that and receive the following message, you likely have an old account that you have forgotten about. Please contact us at **(734) 462-4448** for assistance.

8. Follow the prompts until you reach the payment screen. Here you can either ***Add More Classes*** or ***Proceed to Payment***. If you proceed to payment you will be redirected to a payment screen to make your payment.