

Online Student eServices Account

Your Student eServices Account contains a wealth of information! Take some time to become familiar with your account and the many functions contained within it.

As a student at Anoka Technical College, you can log into your online student eServices account to access the following information and perform the following functions:

1. Register for classes and determine if you have met the financial requirements to remain enrolled after the tuition due date.
2. Drop classes and withdraw from classes.
3. View your grades for a specific term.
4. View your complete ATC academic record (i.e. grades for all classes taken at ATC).
5. View your Degree Audit Report (DARS) which shows graduation requirements completed and left to complete.
6. View the status of financial aid, including the financial aid award letter that shows the awards offered.
7. View your ATC financial account showing charges, payments, and any balance due.
8. Pay tuition and fees using a check or credit card.
9. Sign up for the external FACTS payment plan.
10. Change your permanent address, email address, and telephone number.

Logging In

Go to www.anokatech.edu and log in using your Anoka Technical College 8-digit Student Identification (ID) Number and 6-digit Personal Identification Number (PIN).

Click on the links to move between pages rather than using the forward and back arrows.

Account Management

- Add new user name.
- Change PIN.
- View and change address, demographic information, and email address (located under “Demographic Info”).

Courses and Registration

1. Search for open courses using “Find a Course.” **Be sure the semester indicator shows the correct semester.** Click on the course name link to view important information on the course, such as the add/drop/withdrawal deadlines, cost, special messages, etc. You may register for courses after finding them through this search by adding them to your cart. Check the box of the courses for which you wish to register, and click “Register for Checked Courses.” Enter your PIN to confirm your registration.
2. You may also use “Quick Add (Register)” to register for courses using the 6 digit course ID provided by your advisor. Note that this is NOT the same as the subject name and number (i.e. MATH 1010).
3. “View/Modify Class Schedule” to print your schedule. **View and print your schedule after making changes to your registration to ensure the changes are accurate!!**
4. To drop a course or withdraw from a course, ensure the semester indicator shows the correct semester. Click “View/Modify Class Schedule.” Click on the course you wish you drop or withdraw. Enter your PIN to confirm the action.
5. Click “Check Registration Holds” to determine if there are holds preventing future registration.
6. Click “Registration Window” to determine when you will be able to register for the selected semester.
7. “Registration Access Code” is not currently used by Anoka Technical College.
8. Click “Registration Log” to view registration activity.

Grades and Transcripts

1. Check grades for a specific semester.
2. “Academic Record” shows grades for all semesters in the selected sort order.
3. “Degree Audit Report” shows graduation requirements completed and left to complete.

Financial Aid

1. Click “Financial Aid Status” to see the status of your financial aid application.
2. Click “Awards” to view the Financial Aid awards.
3. Click “Award Letter” to view your Financial Aid Award Letter for a specific term.
4. View estimated awards by clicking “Estimated Award Levels.”
5. Click “Financial Aid Links” for links to the FAFSA, loan entrance and exit counseling, etc.

Bills and Payment

1. View the amount you owe by term/semester by clicking “Balance Due by Term.”
2. View all charges and payments, including financial aid payments, by clicking “Full Account Detail.”
3. Click “Make a Payment” to pay your bill online with Visa, Mastercard, checking or savings account.
4. Click on “Enroll in a New Payment Plan” under the “Bills and Payment” heading to establish a new payment plan each semester.
5. “View Existing Payment Plan” under the “Bills and Payment” heading to see your current payment plan.

Contact Us

1. Click on the various links to email the specified offices.

**Be sure to log out when you are finished.
Look for “Logout Successful” to know you successfully logged out.
Close the browser.**