

Student Registration Instructions in JICS

Use the following link to login to your JICS Student Portal: <https://tfcportal.ienzabarcloud.com/ics> and login with your TFC email username and password.

1. Select **Registration** at the top of the screen.



2. In the middle of the screen, you will see this box. Make sure that you select the desired registration period. Select **Register** to look up classes and complete your registration. Prior to your registration period opening, you can use **Course Search** to look up course offerings.

Student Registration

Add/Drop Courses

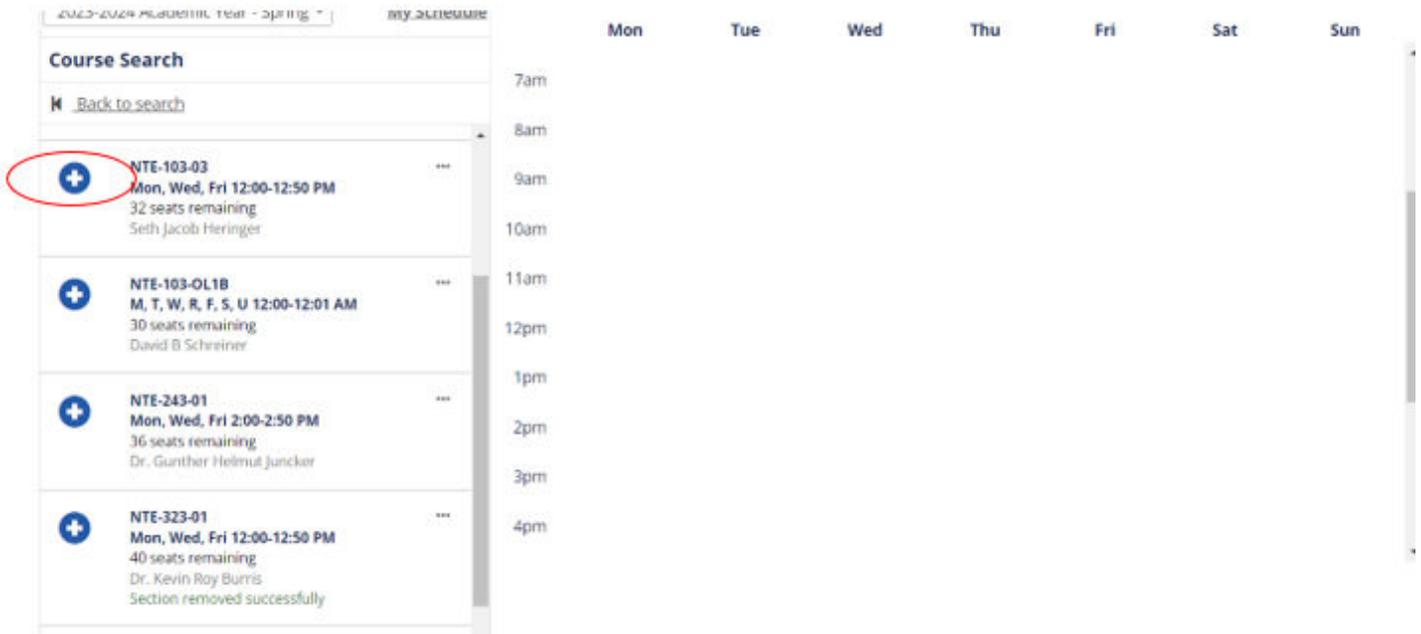
2023-2024 Academic Year - Spring ▾

Planning now open

Registration now open and ends **12/4/2023 5:04 PM**

Register [Course search](#) [My Schedule](#)

3. Enter your search data (usually a course prefix like NTE) in the Course search Bar to bring up a list of all NTE courses. **When your Registration Period opens**, you will be able to click on the **plus sign** button next to the course you desire to register for and the course will appear on your “Calendar.”

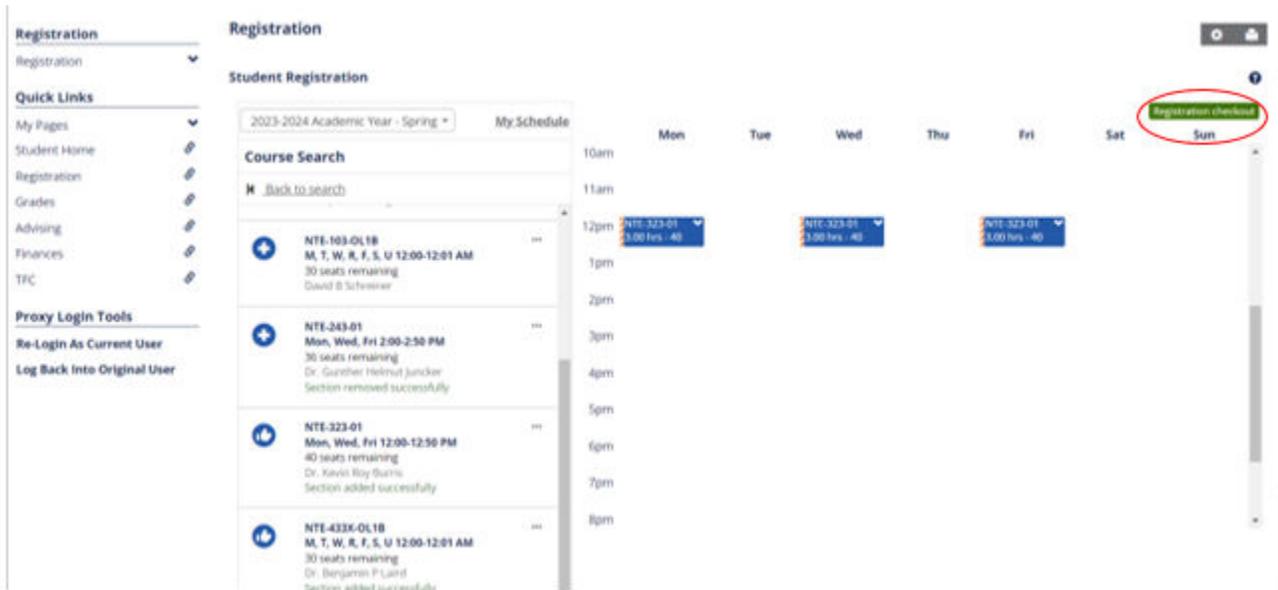


The screenshot shows a 'Course Search' window on the left side of a calendar interface. The window contains a search bar with a 'Back to search' link. Below the search bar, there is a list of four courses, each with a blue plus sign icon to its left:

- NTE-103-03**: Mon, Wed, Fri 12:00-12:50 PM, 32 seats remaining, Seth Jacob Heringer
- NTE-103-OL1B**: M, T, W, R, F, S, U 12:00-12:01 AM, 30 seats remaining, David B Schreiner
- NTE-243-01**: Mon, Wed, Fri 2:00-2:50 PM, 36 seats remaining, Dr. Gunther Helmut Juncker
- NTE-323-01**: Mon, Wed, Fri 12:00-12:50 PM, 40 seats remaining, Dr. Kevin Roy Burris, Section removed successfully

The calendar on the right shows days of the week (Mon to Sun) and time slots from 7am to 4pm.

4. When all desired courses are listed on your calendar, click the green **Registration Checkout** button on the righthand side of the screen.

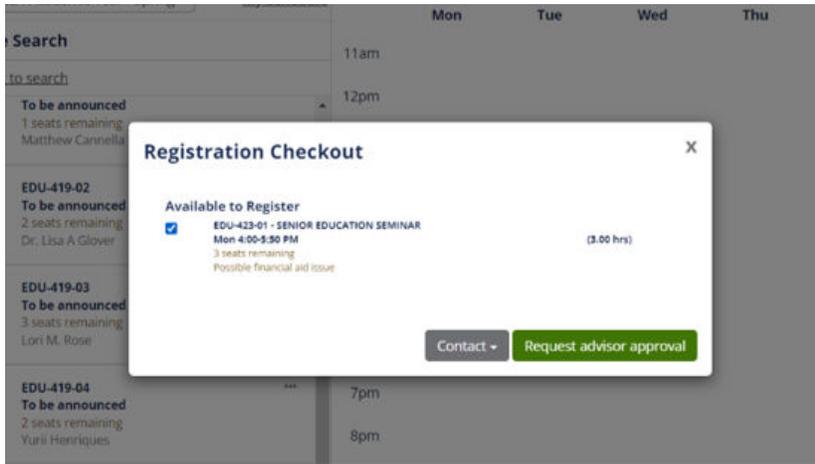


The screenshot shows the 'Registration' interface. On the left, there is a sidebar with 'Quick Links' and 'Proxy Login Tools'. The main area is titled 'Registration' and 'Student Registration'. It features a 'Course Search' window with the same list of courses as in the previous screenshot. The calendar on the right shows the days of the week and time slots. Three course blocks are visible on the calendar:

- NTE-323-01** (1:00 hrs, 40) on Monday at 12pm
- NTE-323-01** (1:00 hrs, 40) on Wednesday at 12pm
- NTE-323-01** (1:00 hrs, 40) on Friday at 12pm

A green 'Registration Checkout' button is highlighted with a red circle on the right side of the calendar.

5. Once you have selected to Checkout, you will be able to submit your schedule to your advisor for approval.



6. When you have successfully completed registration, it will show a screen that says “Pending Advisor Approval”

