

TO LOG IN

1. Go to <https://mercycollege.edu>
2. Click the **Menu** button at the top right of the webpage.
3. Click on the **My Mercy** link on the right side of the screen.
4. Click on **Empower Me!**
5. Type in **USERNAME**
6. Type in **PASSWORD**
 - Students are prompted to create an EmpowerMe username and password after submission of an admission application to the college.
7. Press **SUBMIT**

TO REGISTER

1. Click on **STUDENT RECORDS**
2. Click on **SCHEDULE/GRADE DETAILS**
3. Click on **COURSE REGISTRATION**
 - You will NOT be able to register on-line until you have taken care of any holds. Please contact the office declared on the hold message to rectify the hold (ex. Bursar's Office for a business hold).
4. Select the **REVIEW YOUR DATA** button
 - A pop-up window should appear. Review the data in the pop-up window and confirm it is correct. If the information is not correct select the **UPDATE** button next to the incorrect information and update the information accordingly.
 - Once the information is correct select the **INFO IS CORRECT – CONTINUE** button.
5. If multiple enrollment windows are open, you may need to select a catalog with which to enroll. Typically, this would occur during Summer enrollment periods or the Fall enrollment period prior to the closing of Summer registration.
 - Select **CATALOG** (ex. SU-19 will be under the 2018-2019 Catalog; FA-19 would be under the 2019-2020 Catalog).
 - Click on **CONTINUE**
 - Select **TERM** (if more than one term is available for registration)
6. If **ADVISOR PIN** appears on the screen, you must see your advisor to obtain an Advisor Password prior to registering on-line.
 - Click on **REGISTER**
7. Click on **ADD COURSES** to add courses to your schedule
 - Utilize as much or as little search criteria as you would like.
 - By selecting no search criteria, you will be presented with a list of all course offerings in alphabetical order.
8. Click on **SEARCH**. You will be presented with the course listings that match your search criteria.
9. Check the box next to the Course and Section you wish to enroll in.
 - Pertinent course information (ex. reservations, course descriptions) can be found by hovering your cursor over “detail”.
10. Click the **REGISTER** button to register for the course(s) selected.
11. Select **SEE DETAIL** to review the results.
 - **If any course appears in RED under COURSE ELECTIONS, you are NOT registered for the course but rather they are pending courses.**

- To successfully register for a pending course, correct the registration error presented in the “reason” explanation (ex. time conflict) listed under the course title and then select **Reprocess Pending**.
 - To add yourself to the course waitlist (Course full to capacity) continue to step 19.
12. To add additional courses, revert to steps 13 through 17.

*Select **DROP** next to the course in the “Course Registration” screen to drop a course.

*Select **VIEW SCHEDULE** in the “Course Registration” screen to print your current schedule.

TO SWITCH REGISTRATION TERMS (Typically, during Fall and Summer Enrollment)

1. Click on **STUDENT RECORDS**
2. Click on **UPDATE INFORMATION**
3. Click on **CURRENT FILTER SETTINGS**
 - In the term drop down menu select the term that you still need to enroll. You can then return to the **COURSE REGISTRATION** menu item in the **STUDENT RECORDS** tab. (See the steps in **TO REGISTER**)

TO LOG OUT

1. Click on the **LOGOUT** button in the upper right hand corner of the screen.
2. You will be prompted to order books once logged out. Select **CLICK HERE** to be directed to the online book store.
 - Book Order instructions can be found here: <https://mercycollege.edu/my-mercy/textbook-orders>.