How to register for EMT certificate courses (EMS 121, EMS 122, EMS 123, EMS 124, EMS 170) in the myPPCC student portal

1. After logging into your student portal, select **add/drop classes**.
2. Select your term and click **submit**.
3. Select **class search**, and then select **advanced search**.
4. In the subject box, select **Emergency Medical Service**, and then click on **section search** at the bottom of the page.
5. To verify that you have chosen the correct paired sections, click on the **blue CRN number** next to EMS 121.

6. The next screen will state the section number you must choose for EMS 122, EMS 123, EMS 124, & EMS 170. This screen also gives you the date for NREMT testing and the location of the courses.

7. Select **Return to Previous** at the bottom of the screen.
8. When registering for the EMT certificate courses, you must register for **EMS 121, EMS 122, EMS 123, EMS 124, and EMS 170 concurrently**. Thus, when selecting the EMS 121 course first, you will need to also register for the EMS 122, EMS 123, EMS 124, and EMS 170 courses that it is paired with, which is indicated by the section number. The section number can be found under the “Sec” column. Make sure to look at the days/times for all five classes, as they are not all the same.
9. After the required paired section is checked for all five courses (EMS 121, EMS 122, EMS 123, EMS 124, & EMS 170), click the Register button at the bottom of the page.
How to register for EMT courses (EMS 121, 122, 123, 124, & 170) in Navigate

1. Open Navigate from your student portal.
2. Under the “To Do’s” list, be sure to Accept the Payment Agreement”. If not, you will be prevented from registering.
3. Click the “Plan” tab.
4. Click “Add Term” and select the semester for which you wish to register.
5. Under Preferences, found through the cog icon on the left, click on the choice of campuses. Choose PPCC Healthcare Ed Simulation. If you have chosen other preferences, you may need to click on the Conflicting tab on the registration screen to see this option.
6. Return to the current term of registration and click on the magnifying glass and it will display a box. Type the course subject and number into the box and drag the result into the term you added. Note: You may need to type EMS 121, 122, 123, 124 and 170 into the box individually if all options do not populate with one search.

7. Once the classes have been added into the proper term, click the blue “Pick Times” button within that box. It will take you to the next screen where you choose the date, time, and location of your class.
8. Click on the EMS 121 from your course list to display the available sections. Choose the date, time, and location that works best for your schedule by dragging your preferred section of EMS 121 into the weekly calendar. To register for the correct co-requisites, click on “View Corequisites” in the bottom, right, yellow area.
9. Another screen opens showing you what you also need for this program. Click on “Add to my schedule” button for each class. NOTE: All of these courses must be taken in the same semester and in the way that they are scheduled.

10. Once all of your courses have been selected, you will be returned to the current semester registration screen. Click Register. Note: Clinicals hours may not appear in the weekly calendar, as they will be at an off-site location. If you go back to the PPCC student portal, select the Student tab, and then select Detailed Student Schedule (with Drop-Withdrawal dates) under Registration tools, your schedule will be displayed with days/times.

11. If all courses are not yet listed when registering, keep checking daily to see when they post. Then officially register when they are listed.