

Instructions to Complete Consent to Enrollment Terms and Conditions

Please note that consent is completed through the Student Self-Service Center. There are two ways to accept enrollment terms and conditions from the Self-Service Center.

Enter the Self-Service Center

- <http://hartford.edu>
- Click on the Self-Service link (top, right of page)
- Click on Secure Login
- Enter your User ID and PIN
- Click on Login

1. Direct Process

- a. Click on Student Main Menu
- b. Click on Consent to Enrollment Terms and Conditions
- c. Select a Term
 - i. You must select the actual term that corresponds to your registration.
 - ii. Then click Submit
- d. Read the terms and conditions
 - i. Click the Accept Electronic Consent button
 - ii. Then click Submit

2. Through the Registration Process

- a. Student Main Menu
- b. Click on Registration
- c. Click on Select a Term, and Submit
- d. Click on Add/Drop Classes
 - i. The Enrollment Terms and Conditions will pop up. Scroll to Accept Electronic Consent, Submit
- e. Enter Registration PIN, Submit
- f. Register for classes

Directions to Self-Service Center

- <http://hartford.edu>
- Click on the Self-Service link (top, right of page)
- Click on Secure Login
- Enter your User ID and PIN
- Click on Login