

# HOW TO REGISTER TO HEC EN LIGNE

## How to make your course choice on “HEC en ligne”?

If you have any questions, don't hesitate to communicate with us

**Summary:** [First-time users and change your password](#)

[How to register for courses](#)

[My Class Schedule](#)

[To swap a course](#)

[To drop a course](#)

## I. First-time users : Access to HEC en ligne

### ■ STEP 1 :

On our website: <http://www.hec.ca/en/> , click on “My profile (HEC en ligne)”.

The screenshot shows the HEC Montréal website interface. At the top, there is a navigation bar with the HEC Montréal logo and links for Home, Français, Web site map, Directions to HEC Montréal, Contact us, Press room, Job offers, and Staff member. Below this is a secondary navigation bar with categories: THE HEC MONTRÉAL EXPERIENCE, PROGRAMS AND TRAINING, RESEARCH AND PUBLICATIONS, and GOVERNANCE AND DEPARTMENTS. The main content area is divided into several sections. On the left, there is a 'Certificates' section with a 'Business Class' card. In the center, there is a 'HEC Montréal: Open for business' section with a 'You are:' dropdown menu. A red arrow points to the 'My HEC Montréal' section in the right sidebar, which contains links for 'My profile (HEC en ligne)', 'My courses (ZoneCours)', 'My WebMail', and 'My Web agenda'. Below this are sections for 'News' and 'Events'.

■ **STEP 2 :**

You have entered **HEC en ligne**

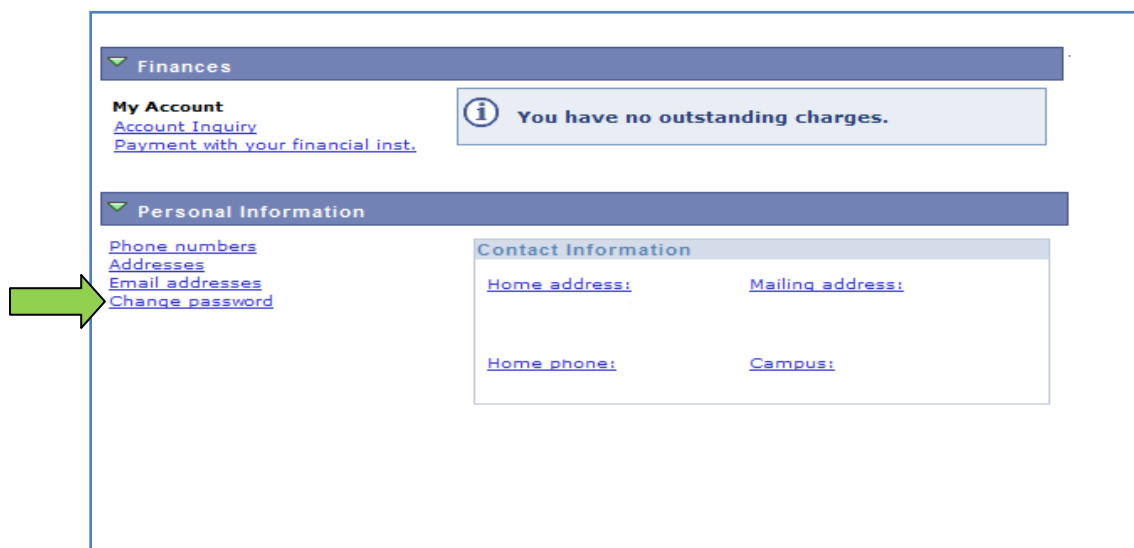
- ✓ Type in your student life number (stated on top right of your admission letter) in "**User ID**"(Code d'utilisateur)
- ✓ Enter your date of birth (yymmdd – example 690806) in "**Password**" (mot de passe)

This is a temporary password and will only be used once

- ✓ Click on "**Open session**" (Ouvrir Session)



- ✓ Click on « **change password** » (changer mon mot de passe) in section **Personal Information**



■ **STEP 3 :**

- √ Enter your student file number in « **User ID** » (Matricule)
- √ Enter your temporary password in “**your previous password**” (votre ancien mot de passe)
- √ Type in your new password in « **Enter your new password** » (Entrez votre nouveau mot de passe)
- √ Confirm your new password by entering it a second time in « **Retype the new password** » (confirmer votre nouveau mot de passé)

**As a first user, you must change your temporary password (YYMMDD – date of birth). Your new password must have 6 to 10 characters and begin with a letter.**

From now on, you will always use this password unless you decide to change it.

Support - Change of the Email Password - Windo...

https://web.hec.ca/cgi-bin/pass...

Fichier Edition Affichage Favoris Outils ? Liens

Support - Chang... Accueil Flux Imprimer

Your user id

Your previous password

Enter the new password

Retype the new password

Change Erase

**Rules for the password:**

- Minimum length of eight (8) digits
- Choose a combination of unaccented letters and / or !?+.\*=,;:[]{}<-!\_
- Should not be your birthday (A.A.M.M.J.J)
- Should not be a dictionary word
- The change can take up to five (5) minutes to be effective

## II. How to register for courses

■ **STEP 1 :**

In order to make it easier for your courses registration, check the list of courses because you need to know the 4 digit number of each wanted course (remember: first come, first served)

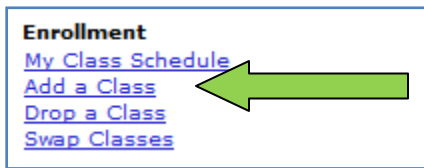
Available at this address: M.Sc [www.hec.ca/cours/msc](http://www.hec.ca/cours/msc)

B.B.A [http://www.hec.ca/sae/baei/echange/cours\\_echange\\_h09.pdf](http://www.hec.ca/sae/baei/echange/cours_echange_h09.pdf)

You will find **the description, evaluation mode and study plan.**

■ **STEP 2 :**

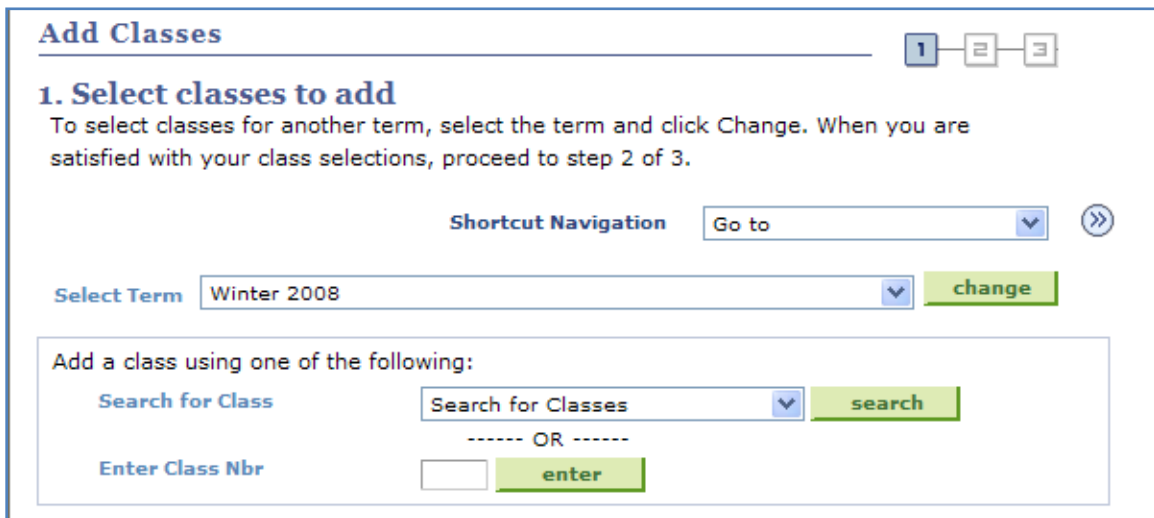
√ Click on “add a class” (ajout cours) in section “enrollment” (inscriptions)



■ **STEP 3:**

The next page appears and asks you to enter the Class Number.

It is not the number directory, but the **4-digit code** of the course and section chosen. If you do not know this number, click on “**Search**” (**Rechercher**) to see courses offered for the term desired.

A screenshot of the "Add Classes" page. At the top, there are three numbered steps: 1, 2, and 3. Step 1 is highlighted. The heading is "1. Select classes to add". Below it, there is a paragraph: "To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3." There is a "Shortcut Navigation" section with a "Go to" dropdown menu and a right arrow button. Below that, there is a "Select Term" dropdown menu showing "Winter 2008" and a green "change" button. A box titled "Add a class using one of the following:" contains two options: "Search for Class" with a "Search for Classes" dropdown and a green "search" button, and "Enter Class Nbr" with an input field and a green "enter" button. The text "----- OR -----" is between the two options.

■ **STEP 4 :**

The page where you can enter the parameters of the research will appear.

For example, if you want to take Marketing course offers by the BBA program, you will select “Marketing” in “**Course subject**” and “Bachelor” in “**Course Career**”. HEC en ligne displays all the Marketing courses offer by the BBA program. You don’t have to fill all the fields of research.

- If you know the hyphen, it’s possible to just enter this parameter for find this course in “**catalog number**”

If you don’t want to be on the waiting list, at the bottom of the screen, check the checkmark in the box “**Open classes only**” (afficher les cours ouverts seulement).

√ Click on “**Search**” (Rechercher)

## Add Classes

1 2 3

### 1. Select classes to add - Search for Classes

Select at least 2 criteria below then click Search.

Only one entry is required if you specify at least two characters of the catalogue number.

For the Course Subject Tests, select "Test" and check "available courses only".

HEC Montréal | Winter 2008

#### Class Search Criteria

Open Classes Only

Course Subject:  ▼

Catalog Number:  begins with ▼ Without dash.

Course Career:  ▼ No career for test or language course.

Academic Organization:  ▼

Use Additional Search Criteria to narrow your search results.

#### Additional Search Criteria

Day of Week: Include Any Of These Days ▼

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Course Title Keyword:  (example: statistics)

Session:  ▼ MBA only.

#### ■ STEP 5 :

✓ To select a Class Section, click on the icon of the left side of the "**Class Number / Section**"

## Add Classes



### 1. Select classes to add - Class Search Results

When available, click View All Sections to see all sections of the course.

HBC Montréal | Winter 2008

The following classes match your search criteria Course Subject: Management, Course Catalog: BAA, Show Open Classes Only: No

Open
 Closed
 Wait List

#### MNGT 14 0496 - Business Sociology

Equivalent courses:

(do not attend this course if you successfully achieved one of these)

140481, 140905

Class Nb/Section	Details	Instructor	Status	Select																																														
<a href="#">(1574) / U21</a>	<p>Note(s)/Section: Réservé - Bas Jour - nouveaux adms</p> <table border="1"> <thead> <tr> <th>Session</th> <th>Units</th> <th>Available</th> <th>Wait</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>3</td> <td>5</td> <td>0</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Day</th> <th>Hour</th> <th>Date</th> <th>Building, Room</th> </tr> </thead> <tbody> <tr> <td>Friday</td> <td>8:30 - 11:15</td> <td>2008-01-11 to 2008-01-22</td> <td>Decolles, 3009</td> </tr> <tr> <td>Friday</td> <td>8:30 - 11:15</td> <td>2008-03-14</td> <td>Decolles, 3009</td> </tr> <tr> <td>Friday</td> <td>8:30 - 11:15</td> <td>2008-03-28 to 2008-04-18</td> <td>Decolles, 3009</td> </tr> <tr> <td>Tuesday</td> <td>8:30 - 11:15</td> <td>2008-04-22</td> <td>Decolles, 3009</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Exams</th> <th>Day</th> <th>Hour</th> <th>Date</th> <th>Building, Room</th> </tr> </thead> <tbody> <tr> <td>Final</td> <td>Thursday</td> <td>09:00 - 12:00</td> <td>2008-04-24</td> <td>Location: to be announced</td> </tr> </tbody> </table>	Session	Units	Available	Wait	Regular	3	5	0	Day	Hour	Date	Building, Room	Friday	8:30 - 11:15	2008-01-11 to 2008-01-22	Decolles, 3009	Friday	8:30 - 11:15	2008-03-14	Decolles, 3009	Friday	8:30 - 11:15	2008-03-28 to 2008-04-18	Decolles, 3009	Tuesday	8:30 - 11:15	2008-04-22	Decolles, 3009	Exams	Day	Hour	Date	Building, Room	Final	Thursday	09:00 - 12:00	2008-04-24	Location: to be announced	Joseph Peral										
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### STEP 6:

You will find the course schedules, name of the instructor and dates of exams

**Do not pay attention to the prerequisites.**

√ Click on "**Select Class**" (Selection cours)

■ **STEP 7 :**

√ Click on "**Next**" (Suivant)

**Add Classes** 1 2 3

### 1. Select classes to add - Enrollment Preferences

Summer 2008 | Master's Degree | HEC Montréal

#### ÉCONOMIE 180307 - Microeconomic Analysis

**Class Preferences**

ÉCONOMIE 180307-W01 ● Open

**Grading** Graded

**Units** 3.00

**Session** Regular Academic Session

**Career** Bachelor

Section	Days & Times	Date	Building, Room	Instructor
W01	Wednesday 18:30 - 21:15	2008-05-07 to 2008-06-18	TBA	TBA
	Monday 18:30 - 21:15	2008-05-12 to 2008-05-26	TBA	
	Monday 18:30 - 21:15	2008-06-09 to 2008-06-23	TBA	

■ **STEP 8 :**

The home page to add courses displayed again with the confirmation of the course added.

This page contains also a tab named “**Enrollment Shopping Cart**” (Trimestre panier) which helps you remember which courses you have selected to be registering to. For had another class, you have to repeat the step 2 to 6 for each course.

- √ After selected all your courses, click on “**Step 2 of 3**” (Etape 2 de 3).

**1. Select classes to add**

Shortcut Navigation

ÉCONOMIE 180307 has been added to your enrollment shopping cart. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

Select Term Summer 2008 change

Add a class using one of the following:

Search for Class     
 ----- OR -----   
 Enter Class Nbr

▼ **summer 2008 Enrollment Shopping Cart**

Open Closed Wait List

Delete	Class	Description	Schedule	Units	Status
	<a href="#">ÉCONOMIE 180307-W01 (2544)</a>	Microeconomic Analysis (Offered in french)	Wednesday 18:30 - 21:15 2008-05-07 to 2008-06-18 Location: TBA  Monday 18:30 - 21:15 2008-05-12 to 2008-05-26 Location: TBA  Monday 18:30 - 21:15 2008-06-09 to 2008-06-23 Location: TBA	3.00	

View All Classes in Cart First 1 of 1 Last

PROCEED TO STEP 2 OF 3

■ **STEP 9 :**

This page shows you the courses that you have, previously, selected.



✓ Click on "**Finish enrolling**" (Soumettre) to confirm your choice of courses.

**Add Classes** 1 2 3

### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Summer 2008 | Master's Degree | HEC Montréal

● Open ■ Closed ▲ Wait List

Class	Description	Schedule	Units	Status
<a href="#">ÉCONOMIE 180307-W01 (2544)</a>	Microeconomic Analysis (Offered in french)	Wednesday 18:30 - 21:15 2008-05-07 to 2008-06-18 Location: TBA	3.00	●
		Monday 18:30 - 21:15 2008-05-12 to 2008-05-26 Location: TBA		
		Monday 18:30 - 21:15 2008-06-09 to 2008-06-23 Location: TBA		

■ **STEP 10 :**

A new page will tell you if the registration is a success or if there are mistakes.

✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
FINANCE 5329203	<b>Success:</b> This class has been added to your schedule.	✓

**Add Classes** 1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors:

Summer 2008 | Master's Degree | HEC Montréal

✔ Success: enrolled ✘ Error: unable to add class

Class	Message	Status
ÉCONOMIE 180307	<b>Error:</b> Permission to enroll in this class is required. The class falls outside your career of study. Choose another class.	✘


[MY CLASS SCHEDULE](#) | [ADD ANOTHER CLASS](#) | [FIX ERRORS](#)

√ If the word « error » is displayed, it indicates the presence scheduling conflict with one or more classes previously chosen. You should click on “**Fix errors**” to the conflict.

### III. My Class Schedule

√ See your registration under “**My Class Schedule**”

**Enrollment**

[My Class Schedule](#) 

[Add a Class](#)

[Drop a Class](#)

[Swap Classes](#)

#### My Class Schedule

Last term to complete your program : Été 2012  
 Click the «Drop dates» link to see the drop dates with or without refund.

Select Display Option    List View    Weekly Calendar View   Shortcut Navigation  
Go to

Select Term  

Class Schedule Filter Options

Show Enrolled Classes    Show Dropped Classes    Show Waitlisted Classes  

DIVERS 3 5557 05 - Elective Course - 7.5 credits						
Status	Reason	Units	Grading basis	Grade	Drop dates	
Dropped	Section cancelled by HEC	7.50	Noté			
Class Nbr	Section	Schedule				Instructor
2110	<a href="#">A99</a>	TBA				TBA

DIVERS 3 5567 05 - Elective Course - 7.5 credits						
Status	Reason	Units	Grading basis	Grade	Drop dates	
Dropped	Section cancelled by HEC	7.50	Noté			
Class Nbr	Section	Schedule				Instructor
2111	<a href="#">A99</a>	TBA				TBA


FINANCE 52 2520 2 - Financial Management and Value Creation						
Status	Units	Grading basis	Grade	Drop dates		
Enrolled	1.90	Noté				
Class Nbr	Section	Schedule				Instructor
1382	<a href="#">D04</a>					Iwan Meier
		Day	Hour	Date	Building, Room	
		Wednesday	13:30 - 16:30	2008-01-23 to 2008-02-27	C-Ste-Cath, Société canadienne des postes	
		Exams	Day	Hour	Date	Building, Room

## IV. To swap courses

### ■ STEP 1 :

- ✓ Click on « **Swap classes** » (changement cours)

**Enrollment**  
[My Class Schedule](#)  
[Add a Class](#)  
[Drop a Class](#)  
[Swap Classes](#)



### ■ STEP 2 :

- ✓ Choose the class you want to swap in “**Select from your schedule**”

### Swap a Class

1 2 3

#### 1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Shortcut Navigation  ▼ »

Select Term  ▼ change

**Swap This Class**

Select from your schedule  ▼

**With This Class**

Search for Class  ▼ search

----- OR -----

Enter Class Nbr  enter

■ **STEP 3 :**

- √ Do once again steps 3 to 7 of Section II for the course you want to take for the section “**with this class**”

**Swap a Class** 1

### 1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Shortcut Navigation Go to

Select Term Winter 2008 change

**Swap This Class**  
Select from your schedule FINANCE 5225202: Financial Management and Valu

**With This Class**  
Search for Class Search for Classes search  
----- OR -----  
Enter Class Nbr enter

■ **STEP 4 :**

When the course is selected, a new page will display. You will find the information about the course, you want to swap and the information about the new course you choose.

- √ Click on “**Finish Swapping** » (fin changement de cours pour confirmer votre choix)

## Swap a Class



### 2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Summer 2008 | Master's Degree | HEC Montréal

#### ▼ You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Schedule	Units	Status
<a href="#">FINANCE 5329203-A01 (2467)</a>	Negotiating in a Trading Room	Monday 11:45 - 14:45 2008-06-16 to 2008-06-30 Location: TBA  Wednesday 11:45 - 14:45 2008-06-18 to 2008-07-02 Location: TBA	1.50	

#### ▼ With this class

Open Closed Wait List

Class	Description	Schedule	Units	Status
<a href="#">MNGT 5342202-A01 (2152)</a>	Being a Consultant	Monday 8:30 - 11:30 2008-06-16 to 2008-06-30 Location: TBA  Wednesday 8:30 - 11:30 2008-06-18 to 2008-07-02 Location: TBA	1.50	

CANCEL

FINISH SWAPPING

■ **STEP 5 :**

A page will tell you if the registration is a success or if there are mistakes

### Swap a Class

1 2 3

#### 3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

Summer 2008 | Master's Degree | HEC Montréal

✓ Success: Classes were swapped    ✗ Error: Unable to swap class

Class	Message	Status
Swap FINANCE 5329203 with MNGT 5342202	Success: This class has been replaced.	✓

MY CLASS SCHEDULE

When you swap a class, if the chosen class is full, the statut will be change for "**wait list**". The course to drop will be automatically deleted when you register to a new course. It is very important to check in your **Class Schedule**, your statut for each course.

## V. To drop courses

### Check the deadlines:

- Dropping a course before the deadline implies an AB (abandon) mention in your transcript.
- Where as dropping a course after the deadline implies a failed course, appearing an F ("fail") in your transcript.

■ **STEP 1 :**

- √ Click on "**Drop a class**" (Abandonner un cours)

**Enrollment**

[My Class Schedule](#)

[Add a Class](#)

[Drop a Class](#) ←

[Swap Classes](#)

■ **STEP 2 :**

- √ Select the class you want to drop
- √ Click on « **Drop selected classes** » (Abandonner cours sélectionnés)

**Drop Classes** 1 2 3

**1. Select classes to drop**

Select the classes to drop and click Drop Selected Classes.

Shortcut Navigation

Select Term

✔ Enrolled    ✕ Dropped    ▲ Wait Listed

Select	Class	Description	Schedule	Units	Status
<input type="checkbox"/>	<a href="#">FINANCE 5225202-D04 (1382)</a>	Financial Management and Value Creation	Wednesday 13:30 - 16:30 2008-01-23 to 2008-02-27 C-Ste-Cath, Société canadienne des postes	1.50	✔
<input checked="" type="checkbox"/>	<a href="#">FINANCE 5320502-A01 (2139)</a>	Fin. Small & Med.-sized Bus.	Thursday 15:00 - 18:00 2008-03-13 to 2008-04-17 C-Ste-Cath, St-Hubert	1.50	✔
<input type="checkbox"/>	<a href="#">FINANCE 5325302-A01 (1829)</a>	Managing and Evaluating Investments	Wednesday 8:30 - 11:30 2008-03-12 to 2008-04-16 C-Ste-Cath, Ordre des CGA du Québec	1.50	✔

<input type="checkbox"/>	<a href="#">TI 5275102-D04 (1490)</a>	Information Technologies	Wednesday 8:30 - 11:30 2008-01-23 to 2008-02-27 C-Ste-Cath, Société canadienne des postes	1.50	✔
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▶ My Winter 2008 Class Schedule

■ **STEP 3 :**

The next page tells you which course you want to drop.

- √ If it is the right course, click on "**Finish dropping**" (Soumettre). If not, click on « **Cancel** » (annuler)



**Drop Classes** 1 2 3

### 2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Winter 2008 | Master's Degree | HEC Montréal

✔ Enrolled   
 ✘ Dropped   
 ▲ Wait Listed

Class	Description	Schedule	Units	Status
<a href="#">FINANCE 5225202-D04 (1382)</a>	Financial Management and Value Creation	Wednesday 13:30 - 16:30 2008-01-23 to 2008-02-27 C-Ste-Cath, Société canadienne des postes	1.50	<span style="color: green;">✔</span>

CANCEL   
 PREVIOUS   
 FINISH DROPPING

■ **STEP 4 :**

A confirmation appears and you can come back to your **“Class Schedule”**.

**Drop Classes** 1 2 3

### 3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

Summer 2008 | Master's Degree | HEC Montréal

✔ Success: dropped   
 ✘ Error: unable to drop class

Class	Message	Status
FINANCE 5329203	<b>Success:</b> This class has been removed from your schedule.	<span style="color: green;">✔</span>

MY CLASS SCHEDULE