

Online Pre-registration

Description: This module is intended for students who wish to enrol or transfer to the school, without any prior record or enrolment yet, by pre-registering their interest through this portal.

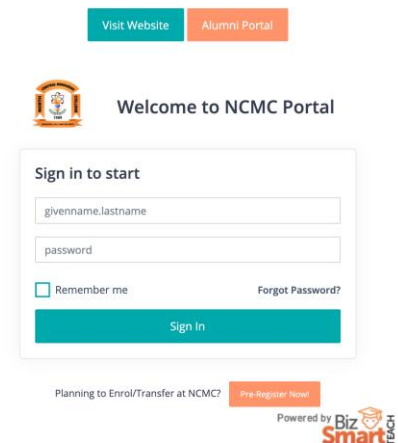
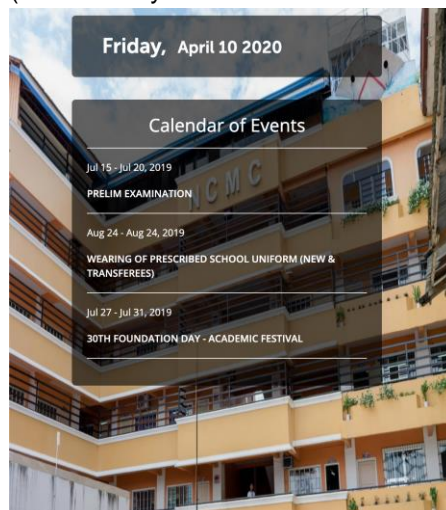
Target Users: Freshmen and Transferees

Admin Users: Registrar, Cashier and Deans

I. Accessing the Portal

A. Go to Portal

1. Open your browser and go to www.ncmcmaranding.com. (Make sure you have internet connection)



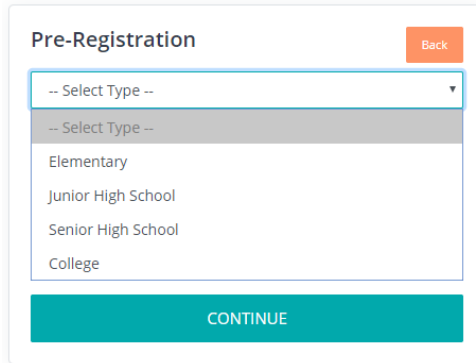
2. Then click **Pre-Register Now** button (see below).

Planning to Enrol/Transfer at NCMC?

[Pre-Register Now!](#)

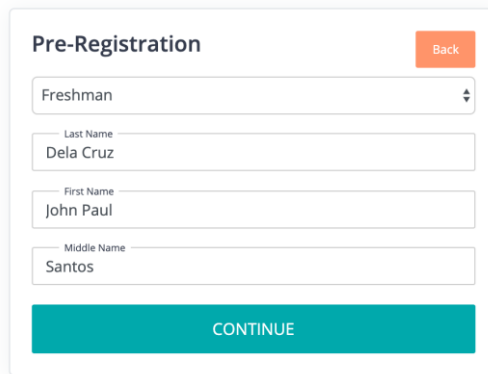
B. Start Pre-registering

1. Choose a Type of registration.
- Elementary, Junior High School, Senior High School or College



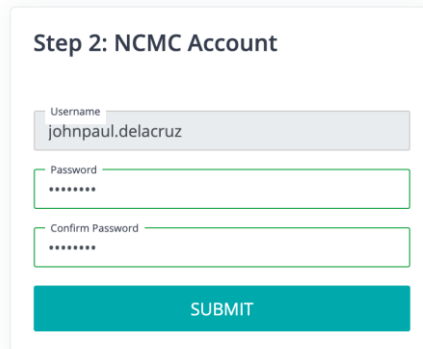
The screenshot shows a form titled "Pre-Registration" with a "Back" button in the top right corner. Below the title is a dropdown menu currently displaying "-- Select Type --". The dropdown is open, showing the following options: "-- Select Type --", "Elementary", "Junior High School", "Senior High School", and "College". At the bottom of the form is a teal "CONTINUE" button.

2. Fill the rest of your information then click **Continue**



The screenshot shows the "Pre-Registration" form with the following information filled in: the dropdown menu is set to "Freshman"; the "Last Name" field contains "Dela Cruz"; the "First Name" field contains "John Paul"; and the "Middle Name" field contains "Santos". A teal "CONTINUE" button is at the bottom.

3. Enter your desired password (twice)
- Note to remember your username (firstname.lastname)



The screenshot shows a form titled "Step 2: NCMC Account". The "Username" field is pre-filled with "johnpaul.delacruz". Below it are two password fields: "Password" and "Confirm Password", both containing six asterisks. A teal "SUBMIT" button is at the bottom.

C. Fill-up Form

1. Complete the form below.

- Make sure to select the correct level that you will be enrolling.

Admission *

Personal Info

Salutation *

Full Name *

Suffix Name (Optional)

Your Name: Jane Santos Cruz

Mobile Number *

Birth Place *

2. If you are a student enrolling for college, please choose your preferred courses.

Course Selection

Preferred Course *

Course Option 2

Course Option 3

D. Successful Application

1. Once you have completed the form above without any errors, you will see this success page.

- Make sure to save your username and ID No. as see below.

Congratulations!

You have successfully pre-registered.

Note: Please save this info below or take a photo for your future reference.

ID No.: TEMP-00012 

Username: johnpaul.delacruz

| | |
|---|------------------------------------|
| Dela Cruz John Paul Santos | Preferred: BSCS BSEE BSBA |
|---|------------------------------------|

Open NCMC Portal?

Login Now

E. Logging In

1. After pre-registration you can now log in to your profile. Just click **Login Now** as shown in the image below.

Open NCMC Portal?

Login Now

2. Use your registered username and password. Then click **Sign In**.



Welcome to NCMC Portal

Sign in to start

johnpaul.delacruz

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Remember me

[Forgot Password?](#)

Sign In