Detailed Self-Service Registration Guide

You must have an active Entrata account and met with your advisor to register

If you experience problems, check your popups for this site.

Step 1: Go to **IECC.EDU** and click **MyIECC** *link* or go to https://my.iecc.edu/e4/ and log in to **Entrata**


Step 2: Click the **Students** menu item.
Step 3: Click **Student Survey** and *Complete the Survey.*
Step 4: Click the Register Now button to begin by completing the Student Responsibility Agreements.
Step 5: On the *Verify Student Profile Information* form, agree to each Student Responsibility Agreement item by clicking the corresponding red box. The box will turn green with a white checkmark indicating it's been selected. Once all boxes are checked, complete your submission by clicking Click here to complete submission button.
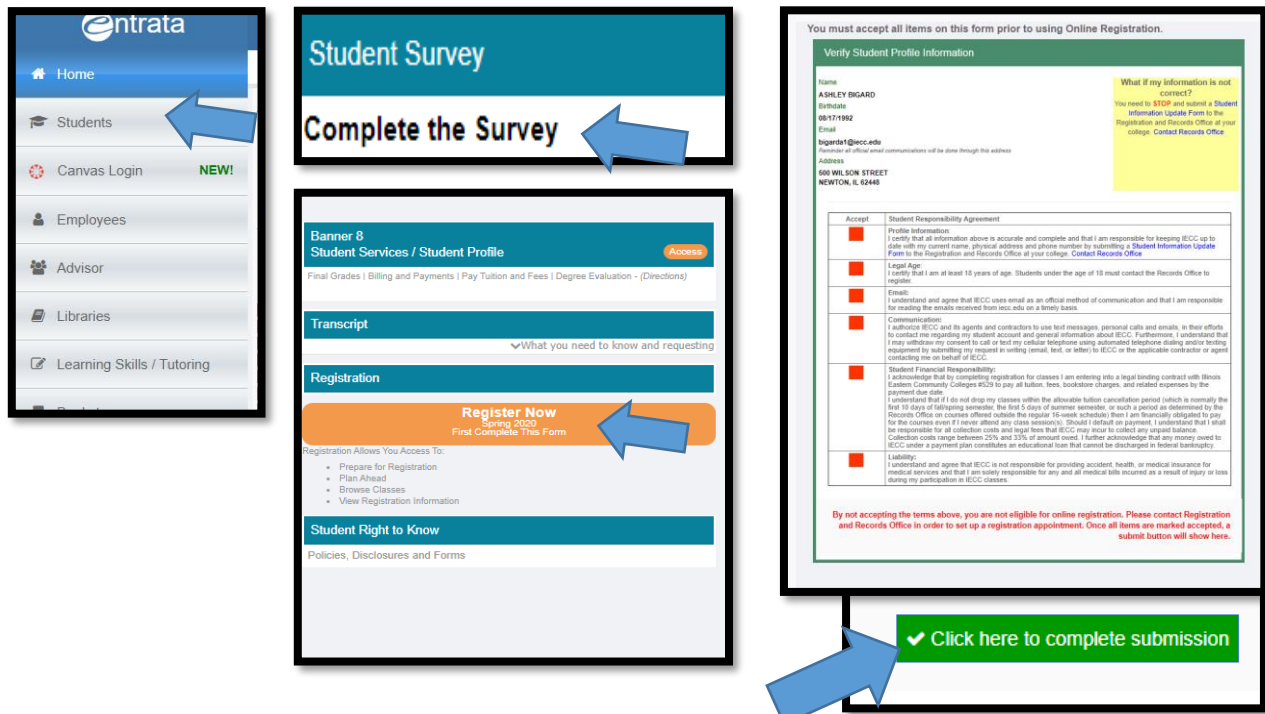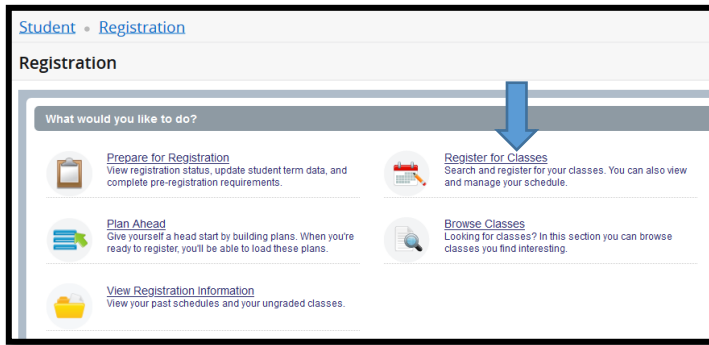

Step 6: The page will reload. Click the **Register Now** button again (background changed to green).
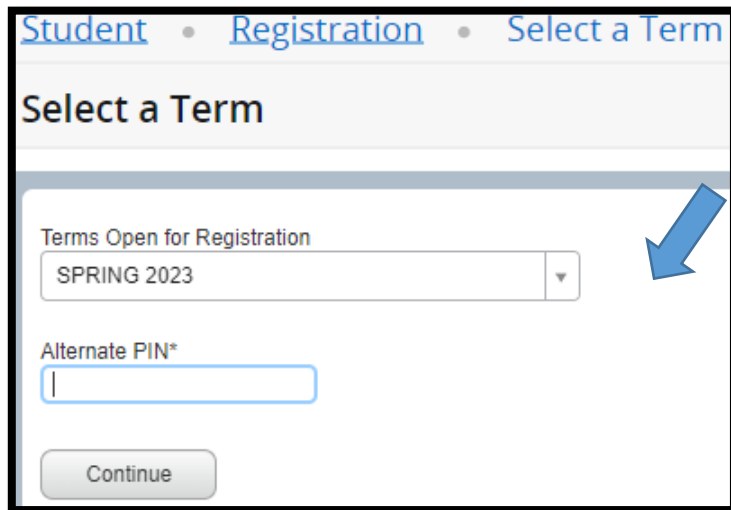
SP 10/18/22
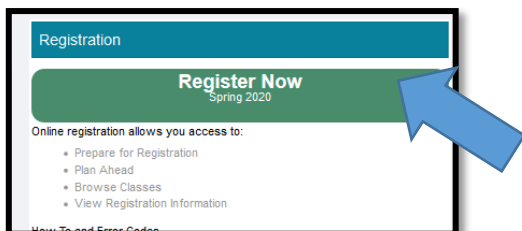
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**Step 7:** The Registration landing page appears and click **Register for Classes**

Step 8 Select the applicable term by using the drop-down arrow menu and enter **Alternate Pin** provided by your Advisor and Click the **Continue** button.
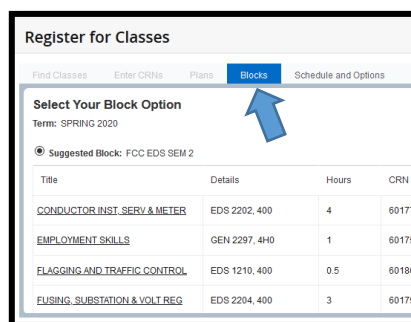

Step 9: If your advisor created a Plan for you, click on the Plans tab to view. If your advisor assigned a Block for you, you will be taken directly to the Block tab (skip Step 11 and proceed to Step 12). If you do not have a Plan or Block, you may use the Enter CRNs tab and enter CRNs individually, or you may search for courses under the Find Classes tab.
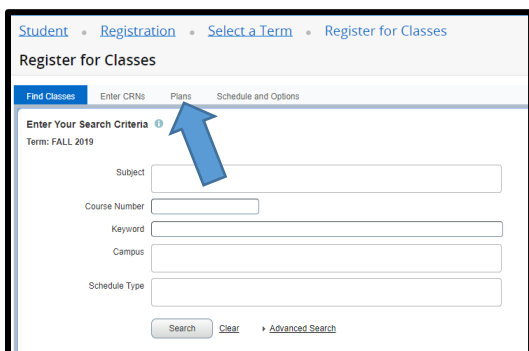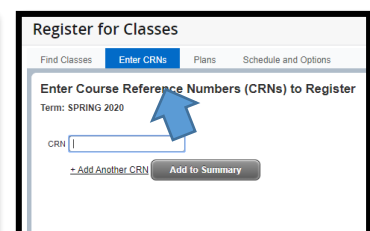
| Plans	Blocks	CRNs

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Step 10: Add classes to the *Summary* by clicking the corresponding <u>Add</u> buttons. If registering from a plan, you have the option to select the <u>Add All</u> button; review carefully first to ensure it reflects the plan you made with your advisor. Courses that have been added by any method will appear in the *Summary* near the bottom of the page. Notice the Status is *Pending*, meaning your registration is pending and you are not yet registered.
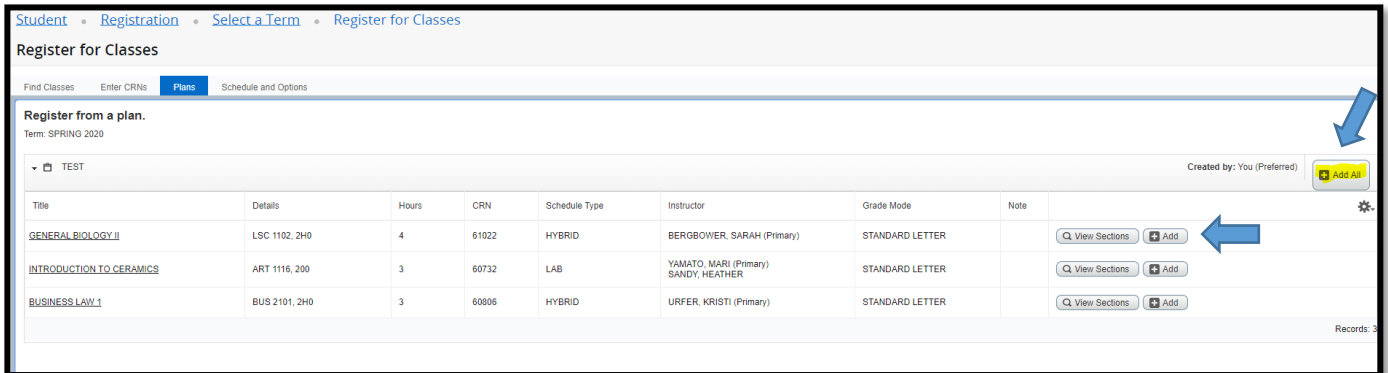
Step 11: Click the **<u>Submit</u>** button under *Summary* to register. If you encounter an error* that prevents your registration, note the error, and reference the *Common Registration Errors* guide available at https://www.iecc.edu/register under the Registration Help tab. This guide provides the action for you to take based on the error encountered.
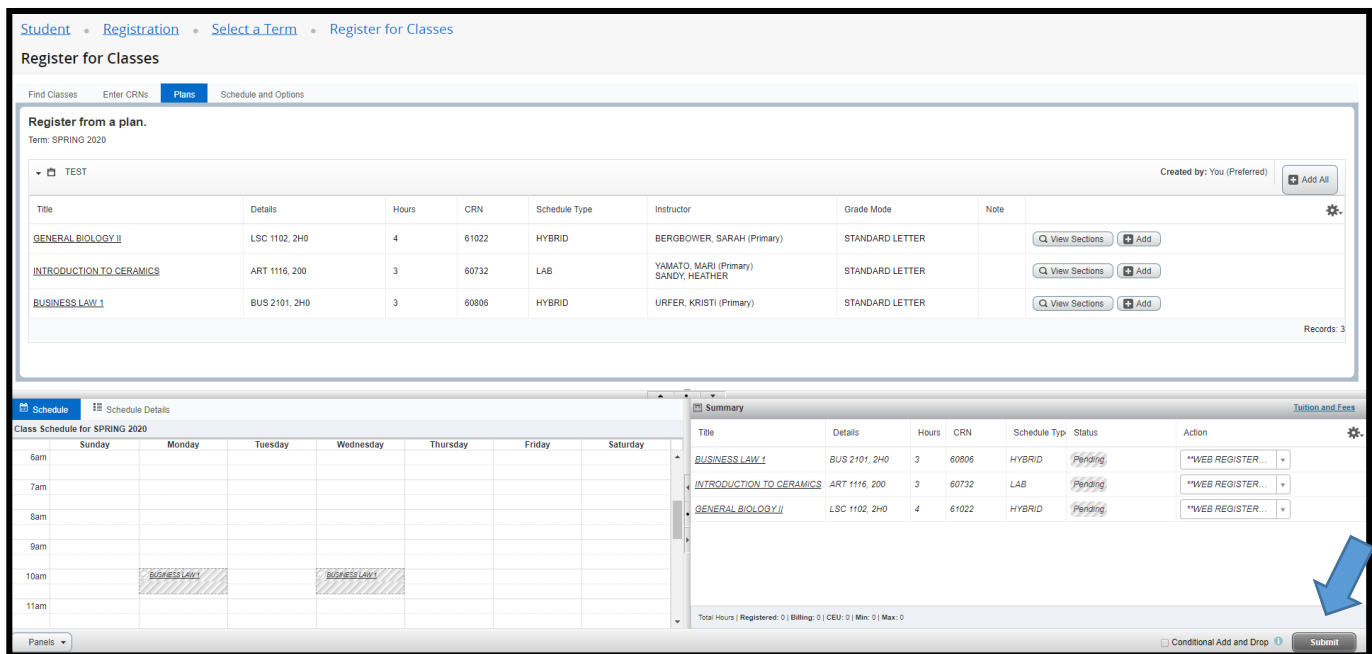
*An error message will appear in two places, under Status in the Summary and near your name next to the Notifications area. If you want to proceed with registering for other courses, select **<u>Remove</u>** and **<u>Submit.</u>**

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Step 12: After clicking the <u>Submit</u> button, the course status changes from *Pending* to *Registered* and will turn from grey to green. To review your tuition and fees, click the <u>Tuition and Fees</u> link located in the Summary.

Step 13: Your registration is complete. Don't forget to log out when you are finished by clicking on your profile (top of page) and click <u>Sign Out</u>.
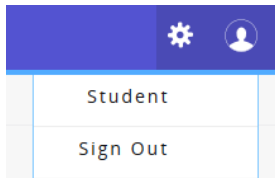
NOTE: You can print your schedule at any time by going to ***Entrata*** and clicking the ***Students***, to the right of Course Schedule click on ***Print Schedule***.

If you need assistance, please contact the Registration and Records Office located in Student Services at your college.

Frontier Community College	**Lincoln Trail College**	**Olney Central College**	**Wabash Valley College**
fccregistration@iecc.edu	ltcregistration@iecc.edu	occregistration@iecc.edu	wvcregistration@iecc.edu
618-842-3711	618-544-8657	618-395-7777	618-262-8641