

Self-Service Registration Quick Guide

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

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

1. Go to IECC.EDU and click **MyIECC** link or go to <https://my.iecc.edu/e4/> and log in.
2. Click **Entrata** and then the **Students** menu tab.
3. Click **Student Survey** and **Complete the Survey**.
4. Click **Register Now** after completing the survey to begin completing the Student Responsibility Agreements.
5. On the **Verify Student Profile Information form**, agree to each Student Responsibility Agreement item and then select **Click here to complete submission**.
6. The page will reload. Click the **Banner & Access** button.
7. Select a term by using the drop-down arrow menu and Click **Continue**.
8. If you have a plan, click on the **Plans** tab. If you were assigned a block, you will be taken directly to the **Blocks** tab (skip Step 10). If you do not have a plan or block, use the **Enter CRNs** tab or search for courses under the **Find Classes** tab.
9. Add classes to the Summary by clicking **Add**. If you have a plan, you have the option to **Add All** – review 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.
10. Click **Submit** under Summary. If you encounter an error, refer to the Common Registration Errors guide at <https://www.iecc.edu/iecc/admissions-aid/registration>.
11. After clicking **Submit**, the course status changes from pending to registered and will turn from grey to green. To review your tuition and fees, click the Tuition and Fees link located above your registration summary
12. Registration is complete. **Sign Out** from the profile icon.

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**.

Frontier Community College
fccregistration@iecc.edu
618-842-3711

Lincoln Trail College
ltcregistration@iecc.edu
618-544-8657

Olney Central College
occregistration@iecc.edu
618-395-7777

Wabash Valley College
wvcregistration@iecc.edu
618-262-8641