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 <u>Students</u> menu item.

Step 3: Click Student Survey and Complete the Survey.

Step 4: Click the <u>Register Now</u> 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 <u>Click here to</u> <u>complete submission</u> button.

entrata		You must accept all items on this form prior to using Online Registration.
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🔅 Canvas Login NEW!		Address Address Solvers Loss TSTEET NEWTON, 8, 8246
La Employees		Accept Student Responsibility Agreement
	Banner 8 Student Services / Student Profile Access	Profile Information Certify that all information above is accurate and complete and that I am responsible for keeping IECC up to date with my current name, physical address and phone number by submitting a <u>Student Information Update</u> Plant to the Regregation and Record Direct and your codes. Contact Records Office
Advisor	Final Grades Billing and Payments Pay Tuition and Fees Degree Evaluation - (Directions)	Legal Age: Legal Age: Legal Mge: Legal Mge:
Libraries		I understand and agree that IECC uses email as an offstial method of communication and that I am responsible for reading the emails received from locc.edu on a timely basis.
	VWhat you need to know and requesting	Ladinois BECE and its agents and contractors to use tort messages personal calls and emails, in the end fort to contact me regregating wit steamt account and general internation alocal IECC, Puterman, understand that I may untilized and the steamt and the steamt and the steamt and the steamt and steamts and the steam equipment by understang wy regregat is using (email, lad, or lattice) is UECC of the applicable contraction or agent equipment by understang wy regregat is using (email, lad, or lattice) is UECC or the applicable contraction or agent
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	Registration Allows You Access To: Prepare for Registration Plan Ahead Browe Classes	Leading:
	View Registration Information	By not accepting the terms above, you are not eligible for online registration. Please contact Registration
	Student Right to Know	and Records Office in order to set up a registration appointment. Once all items are marked accepted, a submit button will show here.
	Policies, Disclosures and Forms	
		 Click here to complete submission

Step 6: The page will reload. Click the <u>Register Now</u> button again (background changed to green).



Step 7: The Registration landing page appears. Note: Some of the links such as <u>Register for Classes</u> require you to enter your username and password.



Step 8 Select the applicable term by using the drop-down arrow menu and Click the <u>Continue</u> button.

Student • Registration	•	Select a Term
Select a Term		
Terms Open for Registration		
SPRING 2020		v

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



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.

Student Registration Select a Term Register for Classes												
Register for Classes												
Find Classes Enter CRNs Plans Schedule and Options												
Register from a plan. Term: SPRING 2020												
🕶 🛅 TEST								Created by: You (Preferred)	Add All			
Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note		÷.			
GENERAL BIOLOGY II	LSC 1102, 2H0	4	61022	HYBRID	BERGBOWER, SARAH (Primary)	STANDARD LETTER		Q View Sections Add				
INTRODUCTION TO CERAMICS	ART 1116, 200	3	60732	LAB	YAMATO, MARI (Primary) SANDY, HEATHER	STANDARD LETTER		Q View Sections				
BUSINESS LAW 1	BUS 2101, 2H0	3	60806	HYBRID	URFER, KRISTI (Primary)	STANDARD LETTER		Q View Sections Add				
									Records: 3			

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 on IECC's Registration webpage at <u>https://www.iecc.edu/iecc/admissions-aid/registration</u> This guide provides the action for you to take based on the error encountered.

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8am								-	GENERAL BIOLOGY II	LSC 1102, 2H0	4	61022	HYBRID	Pending	**WEB REGISTER	*
9am								•								
10am	BUSINESS LAW1		BUSINESS LAW1	<u></u>												
11am									Total Hours Registered: 0 Billing: 0 0	CEU: 0 Min: 0 Max: 0						
Panels -															Conditional Add and Drop	Submit

*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 Submit.

Step 12: After clicking the <u>Submit</u> button, the course status changes from *Pending* to *Registered* and will turn from grey to green.

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7am											ART 1110, 200	•	00732	LAD	Registered	None	
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9am										•							
10am		BUSINESS LAW 1		BUSINESS LAW 1													
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11am										Total Hours Registered: 10 Billing: 1	0 CEU: 0 Min: 0 Max:	22					
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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>.

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Sign Out	t	

To review your tuition and fees, click the <u>Tuition</u> <u>and Fees</u> link located in the Summary.

NOTE: You can print your schedule at any time by going to <u>Entrata</u> and clicking the <u>Student menu icon</u>, under Course Schedule click on <u>Print Schedule</u>.



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