

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**

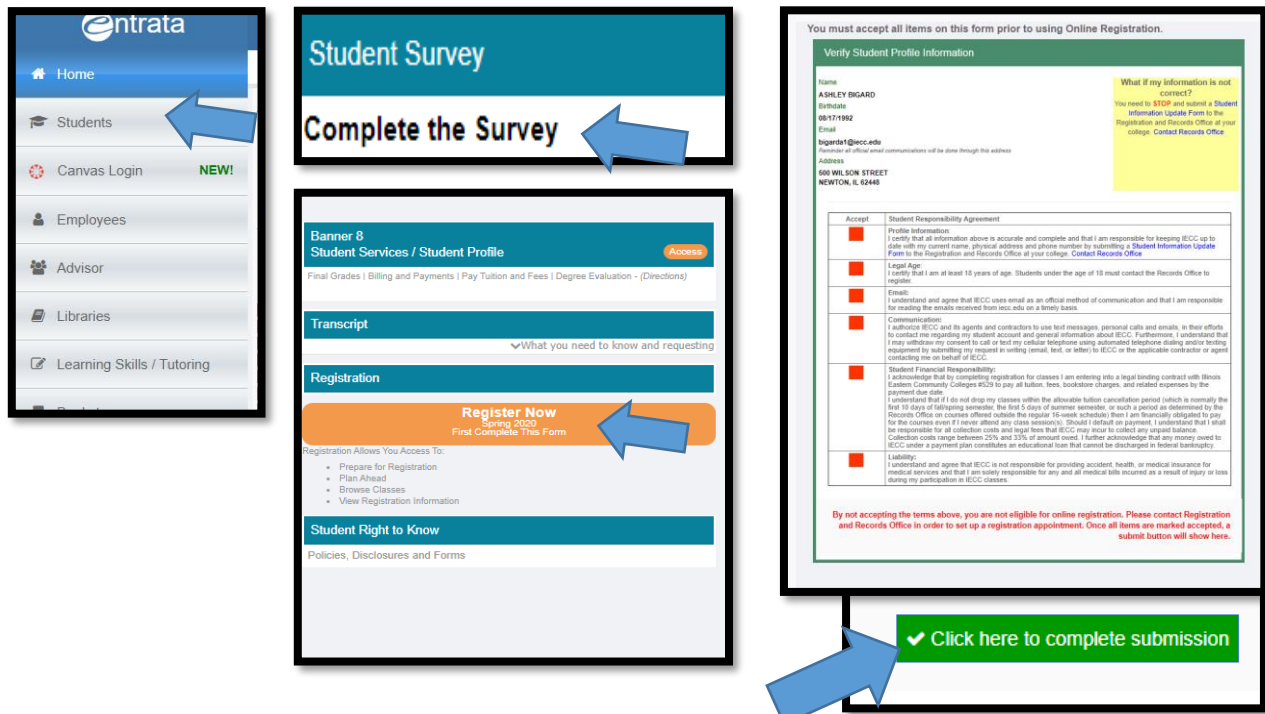


Step 2: Click the **Students** menu item.

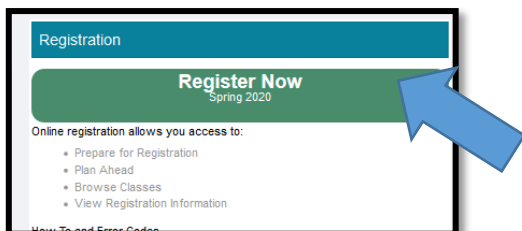
Step 3: Click **Student Survey** and **Complete the Survey**.

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.

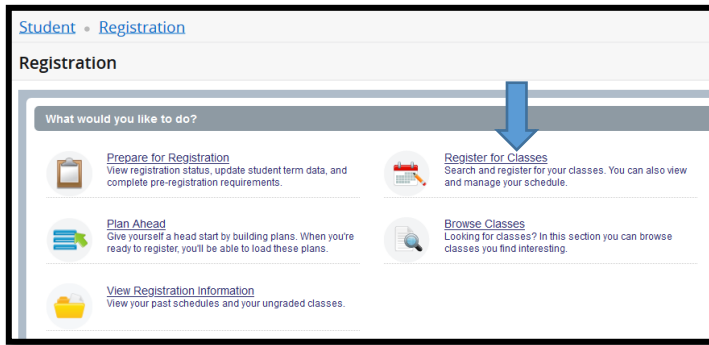


Step 6: The page will reload. Click the **Register Now** button again (background changed to green).

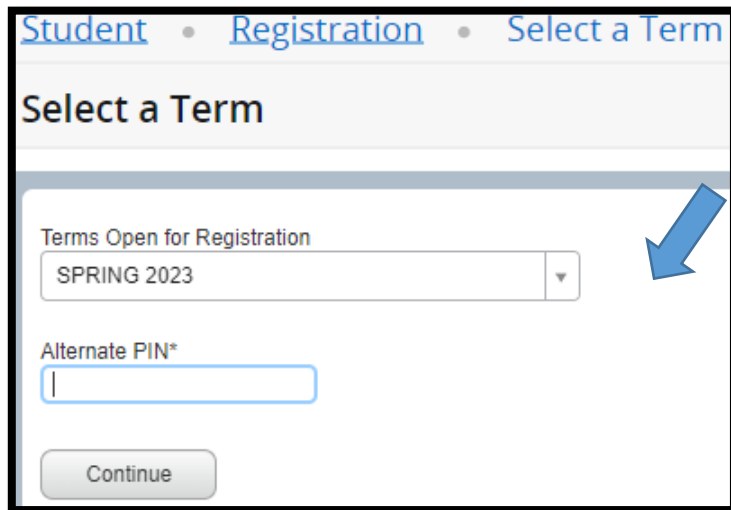


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Step 7: The Registration landing page appears and click Register for Classes

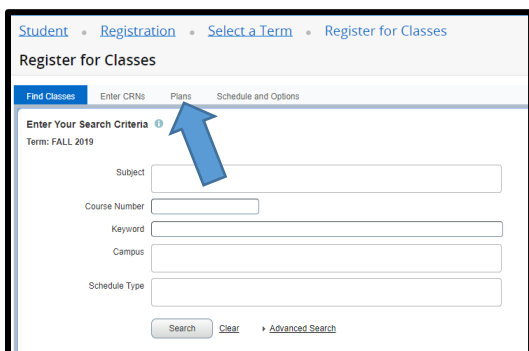


Step 8 Select the applicable term by using the drop-down arrow menu and enter **Alternate Pin** provided by your Advisor and Click the Continue button.

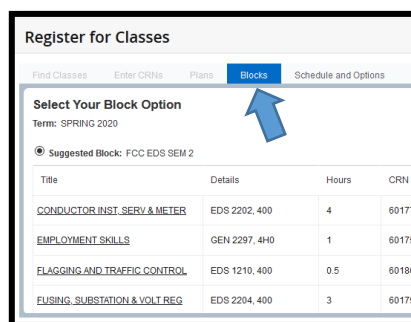


Step 9: If your advisor created a Plan for you, click on the Plans tab to view. If your advisor assigned a Block for you, you will be taken directly to the Block tab (skip Step 11 and proceed to Step 12). If you do not have a Plan or Block, you may use the Enter CRNs tab and enter CRNs individually,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

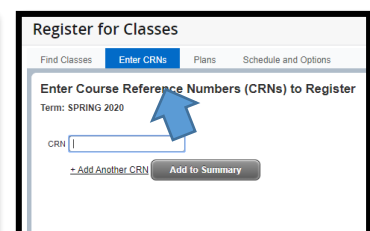
Plans



Blocks

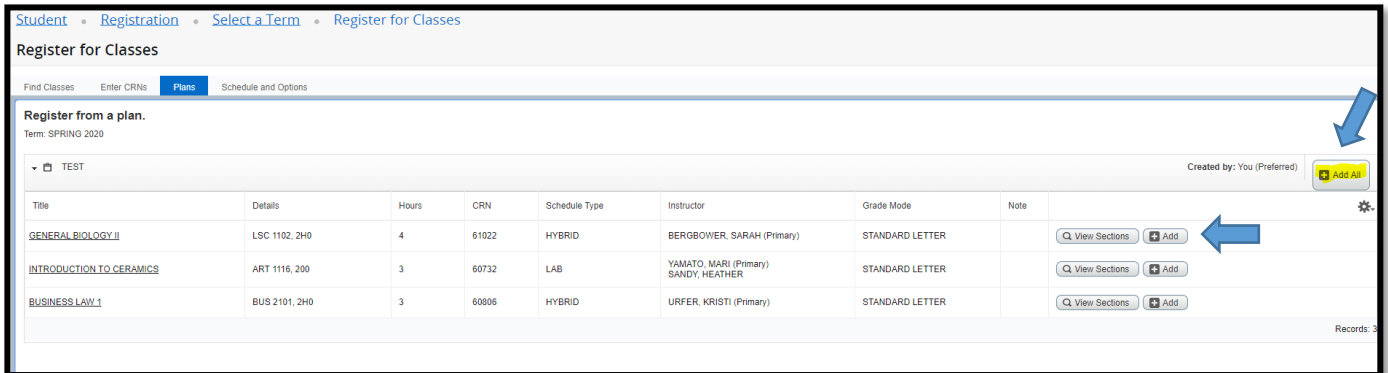


CRNs

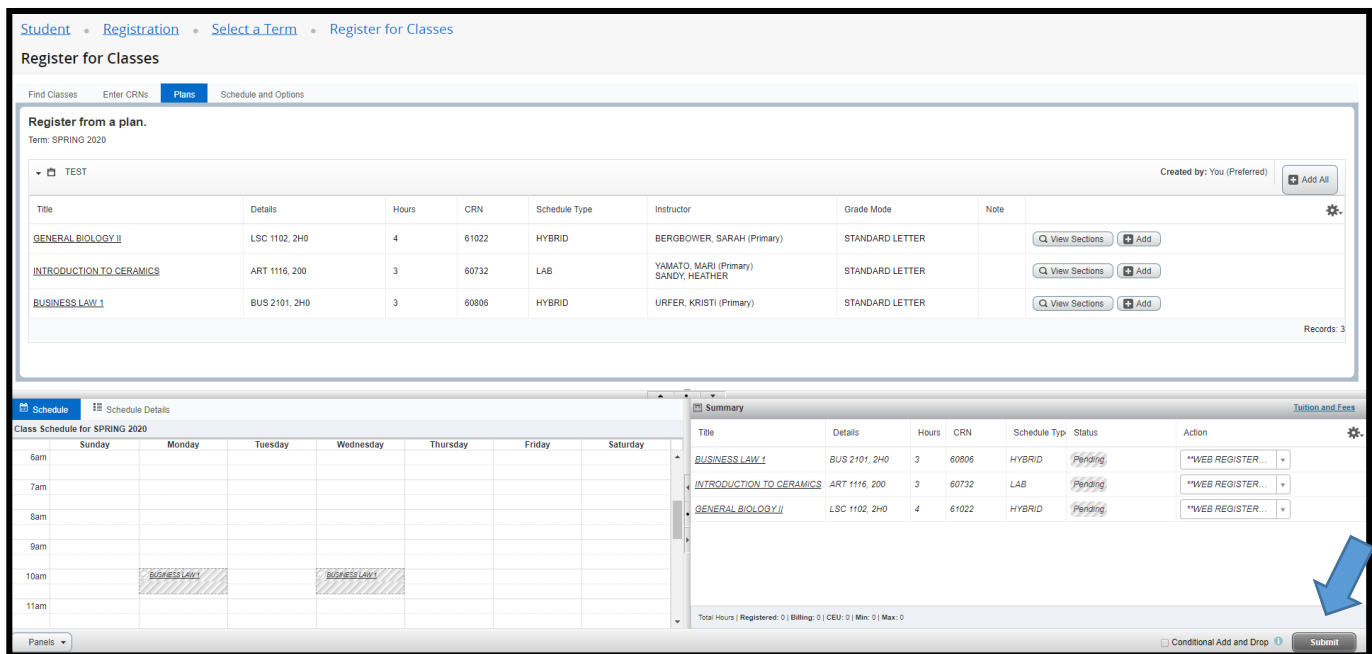


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Step 10: Add classes to the *Summary* by clicking the corresponding Add buttons. If registering from a plan, you have the option to select the Add All button; review carefully first to ensure it reflects the plan you made with your advisor. Courses 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 Submit 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 Remove and Submit.

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Step 12: After clicking the **Submit** button, 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 in the Summary.

The screenshot shows the 'Register for Classes' interface. At the top, there are navigation links: Student, Registration, Select a Term, and Register for Classes. A green notification bar says 'Save Successful'. Below this, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The main area is titled 'Register from a plan.' and shows a list of courses for the term 'SPRING 2020'. The courses listed are:

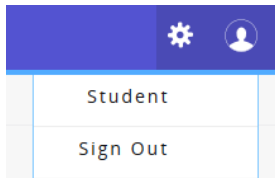
Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
GENERAL BIOLOGY II	LSC 1102, 2H0	4	61022	HYBRID	BERGBOWER, SARAH (Primary)	STANDARD LETTER	
INTRODUCTION TO CERAMICS	ART 1116, 200	3	60732	LAB	YAMATO, MARI (Primary) SANDY, HEATHER	STANDARD LETTER	
BUSINESS LAW I	BUS 2101, 2H0	3	60806	HYBRID	URFER, KRISTI (Primary)	STANDARD LETTER	

Below the course list is a 'Schedule' view showing a class schedule for 'SPRING 2020' with a grid for days of the week and times. The 'BUSINESS LAW I' course is shown as a purple block on Monday and Wednesday at 10am. To the right is a 'Summary' table:

Title	Details	Hours	CRN	Schedule Type	Status	Action
BUSINESS LAW I	BUS 2101, 2H0	3	60806	HYBRID	Registered	None
INTRODUCTION TO CERAMICS	ART 1116, 200	3	60732	LAB	Registered	None
GENERAL BIOLOGY II	LSC 1102, 2H0	4	61022	HYBRID	Registered	None

Blue and yellow arrows point to the 'Registered' status and the 'Tuition and Fees' link, respectively. A 'Submit' button is visible at the bottom right.

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 **Sign Out**.



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**.

The screenshot shows the 'Course Schedule - Fall 2022' interface. It features a title bar, navigation buttons for 'SU22', 'Current', and 'SP23', and a 'Print Schedule' button highlighted in yellow. There is also an 'Order Books' button.

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

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