ONLINE REGISTRATION QUICK GUIDE FOR IECC COURSE ENROLLEES

You must have an active Entrata account, a registration (alternate) PIN, and be 18 years of age or older to use self-service online registration.

1). Log into Entrata - www.iecc.edu/Entrata

2). Click on the "Students" menu item.

3). Click button "Register Now" for current term.

4). On the "Verify Student Profile Information" form, complete the Student Responsibility Agreements.

5). The page will reload. Click "Register Now" button.

6). The Registration Landing Page appears. Note: some of the links such as "Register for Classes" require you to enter your username and password.

7). To register for classes, click the "Register for Classes" button. Enter your username and password.

8). Select the current term by using the drop-down arrow menu and enter your registration (alternate) PIN. Click the "Continue" button. Contact your Registration and Records Office for a PIN.

9). On the "Register for Classes" page, you can use the "Find Classes" or "Enter CRNS" tab to add a course to your summary.

10). Once your course(s) is added to the summary, click "Submit" to register.

11). After clicking "Submit" the status for the course will change from pending to registered and will turn from gray to green.

12). Log out.