

Self-Service Registration Quick Guide

You must have an active Entrata account, a registration (alternate) PIN, and be 18 years of age or older to self-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 the **Students** menu item.
3. Under Student Survey click **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. To register, click **Register for Classes.** Enter your username and password.
8. Select a term by using the drop-down arrow menu. Enter your registration (Alternate) PIN received from your advisor or Registration and Records. Click **Continue.**
9. 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.
10. 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.
11. 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>.
12. After clicking **Submit**, the course status changes from pending to registered and will turn from grey to green.
13. Registration is complete. **Sign Out** from the profile icon.

You can print your schedule at any time by going to **Entrata** and clicking the **Student menu icon**, under Course Schedule click on **Print Schedule.**

To review your tuition and fees, click the Tuition and Fees link located above your registration summary.

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

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

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

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