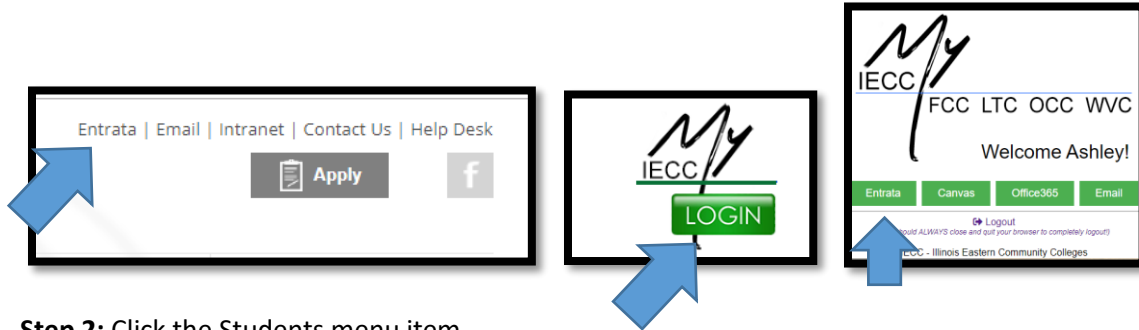# Detailed Online Registration Guide

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.

Step 1: Go to IECC.EDU and click Entrata *link* or go to www.iecc.edu/Entrata and log in.


Step 2: Click the Students menu item.
**Step 3:** Under Student Survey click *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.


1
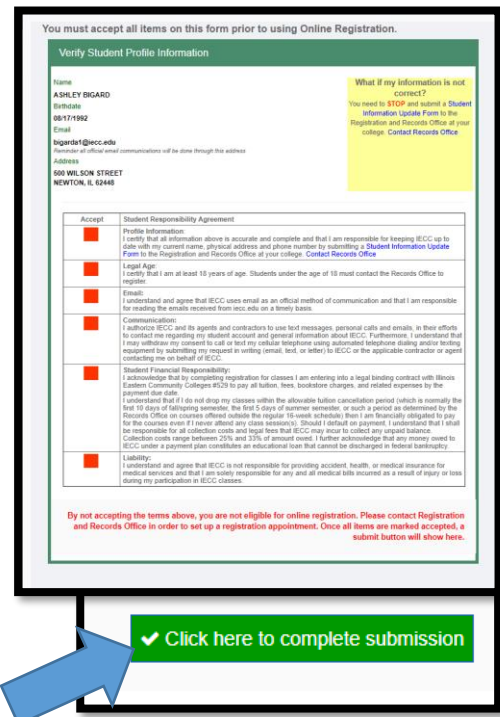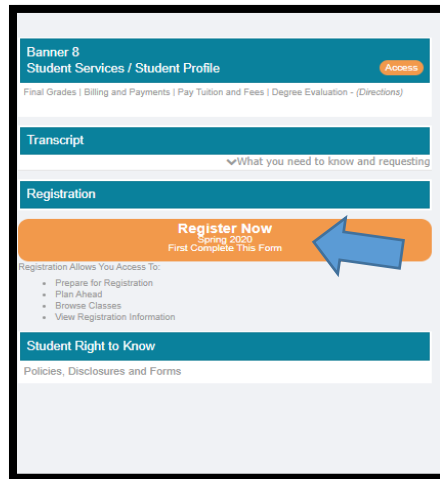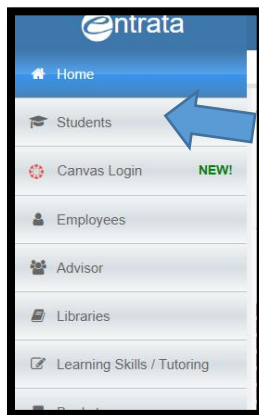
Detailed Online Registration Guide

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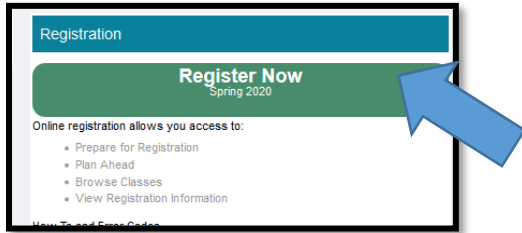

Step 7: The Registration landing page appears. Note: Some of the links such as Register for Classes require you to enter your username and password.

Step 8: To register for classes, click the Register for Classes link. Enter your username and password.
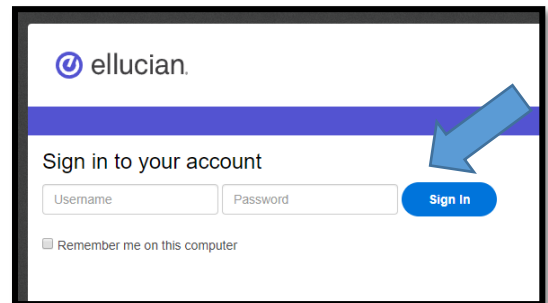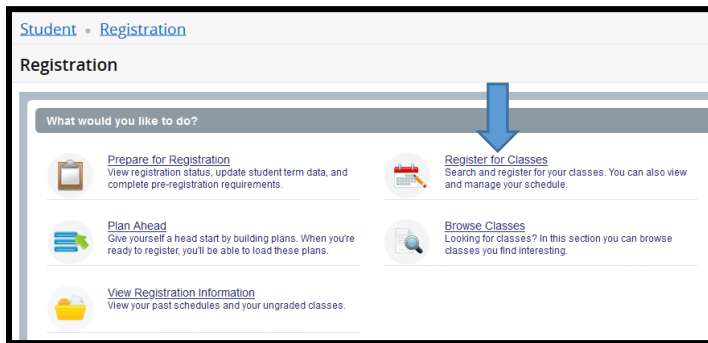
Step 9 Select the applicable term by using the drop-down arrow menu and enter your Registration (Alternate) PIN received from your advisor or Registration and Records personnel. Click the Continue button.
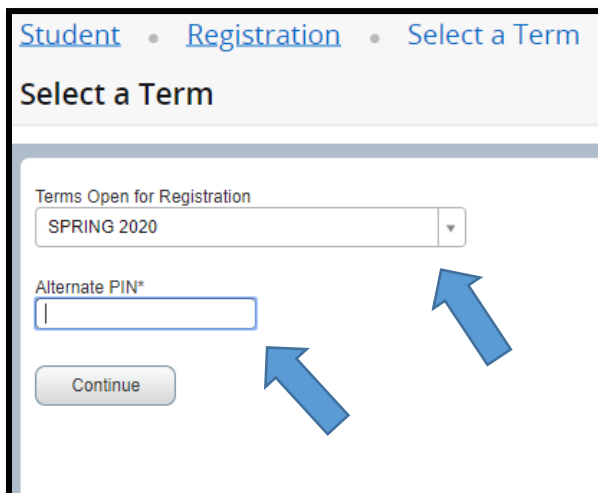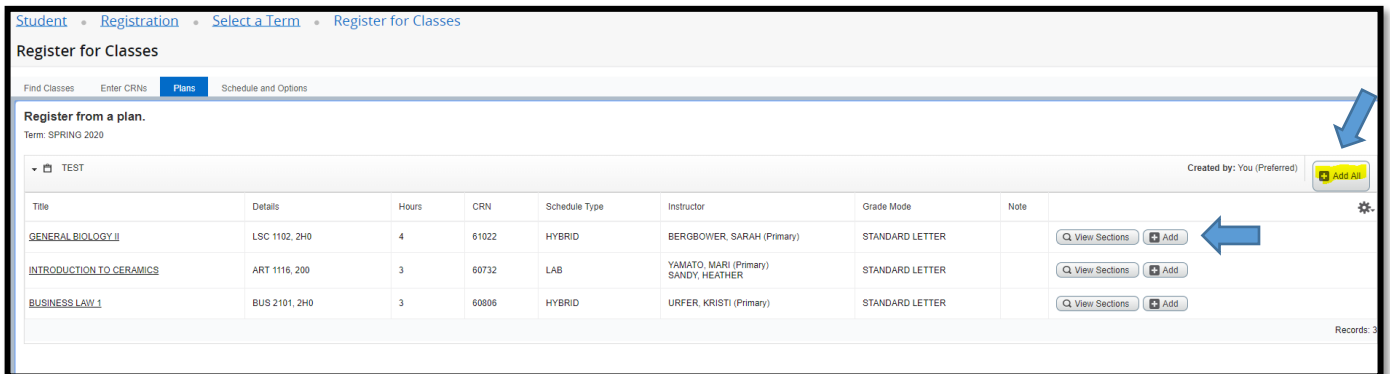
Detailed Online Registration Guide

Step 10: 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.

Plans

Blocks

CRNs

Step 11: 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.

Detailed Online Registration Guide

Step 12: 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 on IECC's Registration webpage at https://www.iecc.edu/register 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.
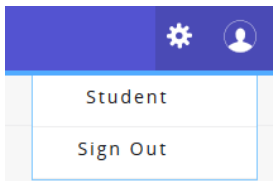
Detailed Online Registration Guide

Step 13: After clicking the Submit button, the course status changes from *Pending* to *Registered* and will turn from grey to green.

Step 14: 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.

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

NOTE: 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***.

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