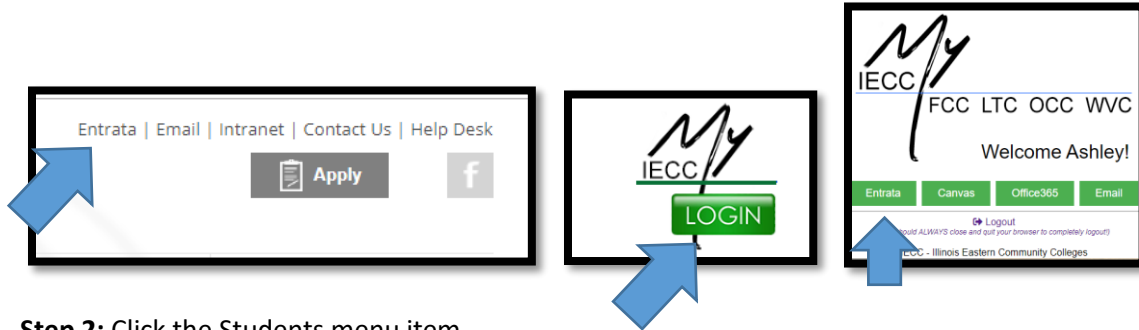


# Detailed Online Registration Guide

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](http://www.iecc.edu/Entrata) and log in.

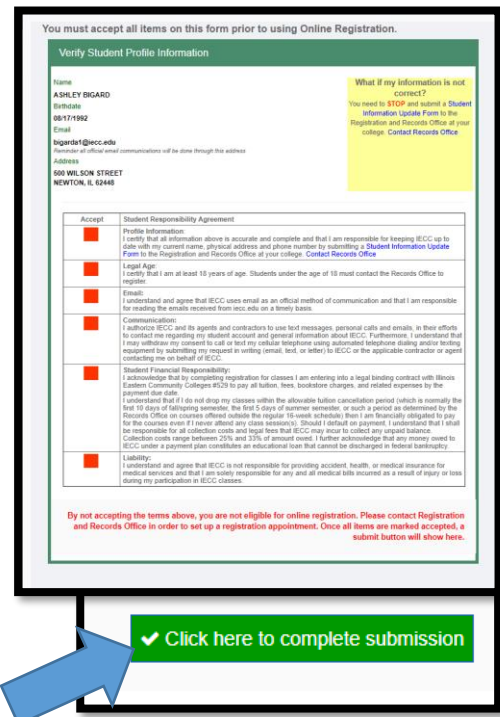
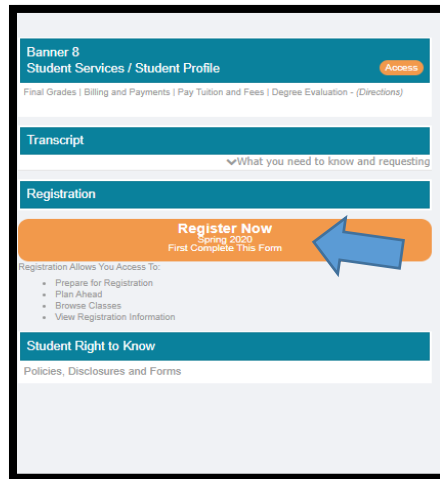
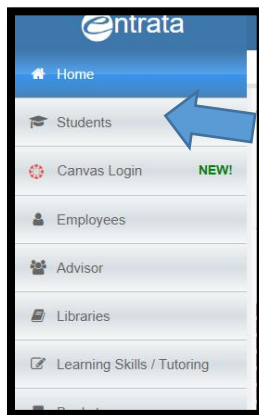


**Step 2:** Click the Students menu item.

**Step 3:** Under Student Survey click Complete the Survey.

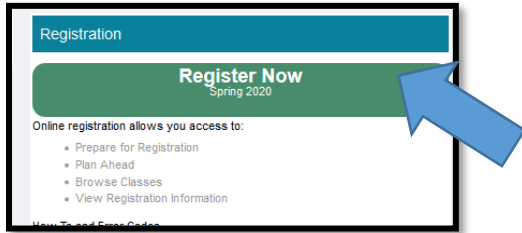
**Step 4:** Click the Register Now button to begin by completing the Student Responsibility Agreements.

**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.



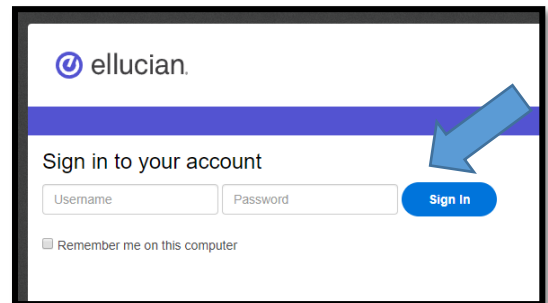
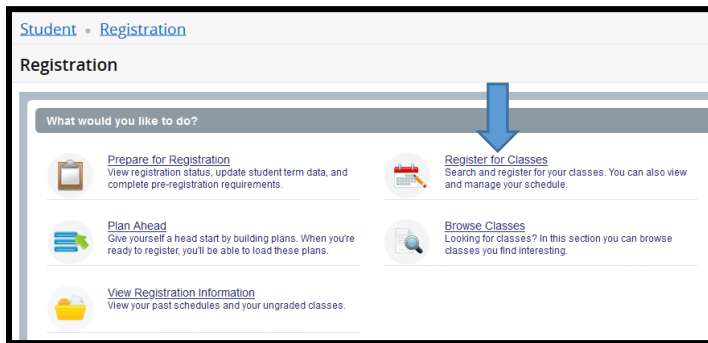
# Detailed Online Registration Guide

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

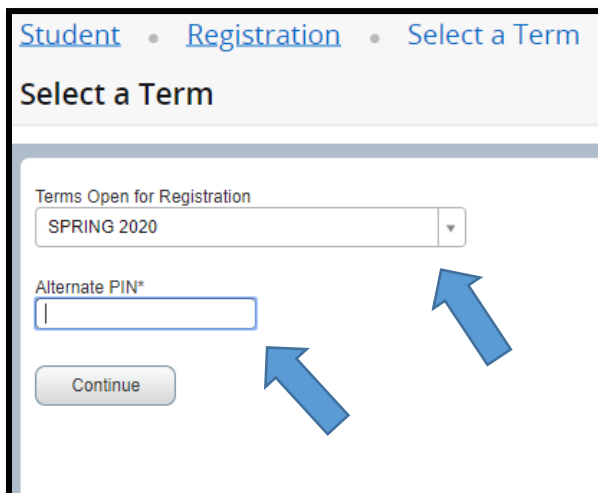


**Step 7:** The Registration landing page appears. Note: Some of the links such as Register for Classes require you to enter your username and password.

**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.

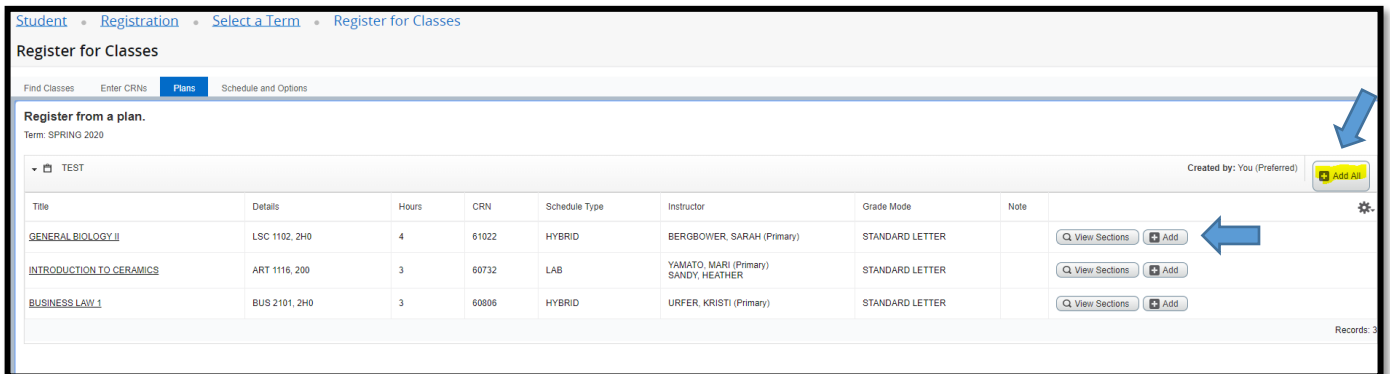


# Detailed Online Registration Guide

**Step 10:** If your advisor created a plan for you, click on the 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.



**Step 11:** 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.



# 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.

The screenshot displays the 'Register for Classes' interface. At the top, there are navigation links: Student, Registration, Select a Term, and Register for Classes. Below this, the 'Register for Classes' section is active, showing a 'Register from a plan' for the term 'SPRING 2020'. A table lists three classes:

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
GENERAL BIOLOGY II	LSC 1102, 2H0	4	61022	HYBRID	BERGBOWER, SARAH (Primary)	STANDARD LETTER	<input type="button" value="Q View Sections"/> <input type="button" value="Add"/>
INTRODUCTION TO CERAMICS	ART 1116, 200	3	60732	LAB	YAMATO, MARI (Primary) SANDY, HEATHER	STANDARD LETTER	<input type="button" value="Q View Sections"/> <input type="button" value="Add"/>
BUSINESS LAW 1	BUS 2101, 2H0	3	60806	HYBRID	URFER, KRISTI (Primary)	STANDARD LETTER	<input type="button" value="Q View Sections"/> <input type="button" value="Add"/>

Below this, the 'Summary' page is visible, showing a grid of classes with columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. The status for all three classes is 'Pending'. A blue arrow points to the 'Submit' button in the bottom right corner of the Summary page.

\*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

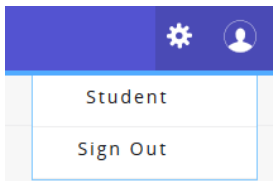
**Step 13:** After clicking the Submit button, the course status changes from *Pending* to *Registered* and will turn from grey to green.

The screenshot shows the 'Register for Classes' interface. At the top, there is a breadcrumb trail: [Student](#) > [Registration](#) > [Select a Term](#) > [Register for Classes](#). A green notification box says 'Save Successful'. Below this is a 'Register from a plan' section for the term 'SPRING 2020'. It lists three courses:

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 1	BUS 2101, 2H0	3	60806	HYBRID	URFER, KRISTI (Primary)	STANDARD LETTER	

Below the course list is a 'Schedule' view for 'SPRING 2020' and a 'Summary' panel. The Summary panel has columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. The status for all three courses is 'Registered' (in green). A blue arrow points to the 'Registered' status for 'BUSINESS LAW 1'. A yellow arrow points to the 'Tuition and Fees' link in the top right of the Summary panel. At the bottom right of the Summary panel, there is a 'Submit' button and a 'Conditional Add and Drop' checkbox.

**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.

The screenshot shows the 'Course Schedule - Spring 2020' interface. It includes a 'Print Schedule' button and an 'Order Books' button. There are also buttons for 'FA19', 'Current', and 'SU20'.

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

**Frontier Community College**  
[fccregistration@iecc.edu](mailto:fccregistration@iecc.edu)  
 618-842-3711

**Lincoln Trail College**  
[ltcregistration@iecc.edu](mailto:ltcregistration@iecc.edu)  
 618-544-8657

**Olney Central College**  
[occregistration@iecc.edu](mailto:occregistration@iecc.edu)  
 618-395-7777

**Wabash Valley College**  
[wvcregistration@iecc.edu](mailto:wvcregistration@iecc.edu)  
 618-262-8641