Online 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.

1. Log into Entrata at *www.iecc.edu/Entrata*
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 8 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/register
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
ltcregistration@iecc.edu
618-544-8657

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

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

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