How to Enroll

3/4/21

Download the MyICC app to your phone or tablet.
The app can also be used on a laptop or desktop by going to *my.icc.edu*

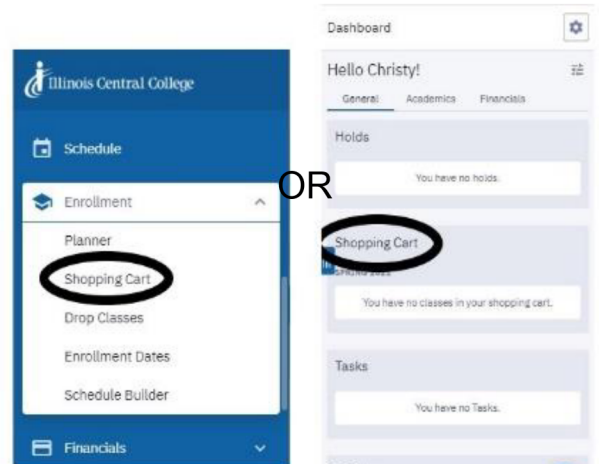**1** Access MyICC App or *my.icc.edu*
and click on the MyICC (eServices) tile.

MyICC (eServices)

2 Sign in with your MyICC eServices
username and password.

*Forgot password or User ID/Username, use
corresponding button.*

User ID

Password

Log In

Forgot My Password

Find User ID/Username

3 From the menu under Enrollment or on
the dashboard, click Shopping Cart.

Illinois Central College

Schedule

Enrollment

Planner

Shopping Cart

Drop Classes

Enrollment Dates

Schedule Builder

Financials

OR

Dashboard

Hello Christy!

General   Academics   Financials

Holds

You have no holds.

Shopping Cart

You have no classes in your shopping cart.

Tasks

You have no Tasks.

4 Use the dropdown arrow in the Term bar to select the semester in which you want to enroll.

You can also view your planner or build your schedule from this page. If you know the class number (4-digit number) you can select "Add by Class Number" option.
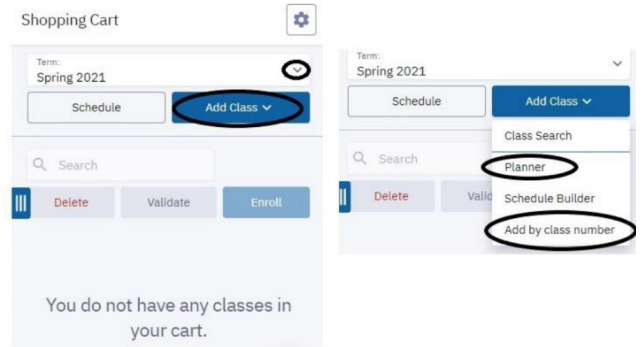
5 If you do not know the 4-digit class number, use the Class Search option. You will need to identify at least two criteria for your search.
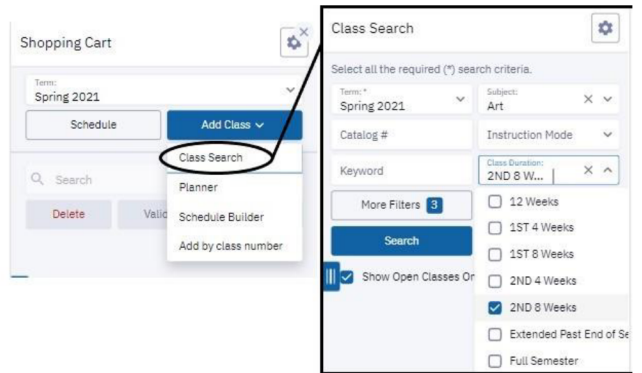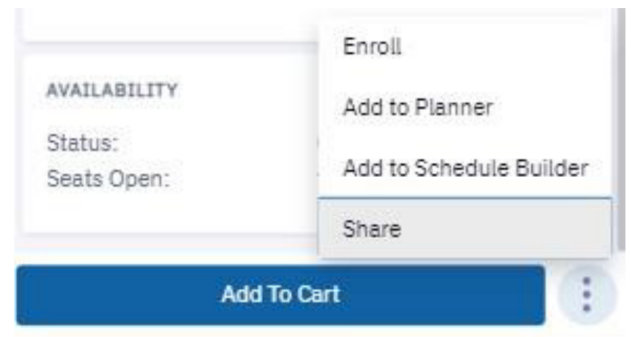

6 A list of Classes will be created based on your criteria. Click View and verify Course Details - location, dates, instructor, number of students, cost, credit hours, etc.
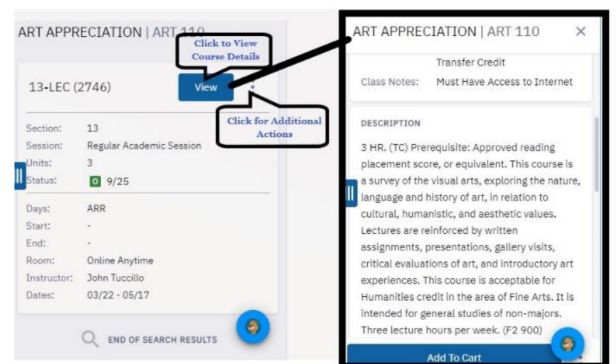
**7** Click Add to Cart to move class into your Shopping Cart.

Use '3 dots' for additional options such as Enroll, Add to Schedule Builder, and Share.

Notes:

- *The Class you input will be listed at the bottom of your shopping cart.*
- *From this screen you can Enroll, Delete, or search for other classes. Mark the checkbox next to any class to activate these options.*
- *The Enroll button will not appear if enrollment for the Term is not yet available, but classes can be kept in the Shopping Cart until this is open.*

8 Once you have all your classes in your shopping cart, you are ready to enroll! Mark the checkbox next to each class in which you are enrolling (or chose Select All). Press Enroll to move the classes to your schedule
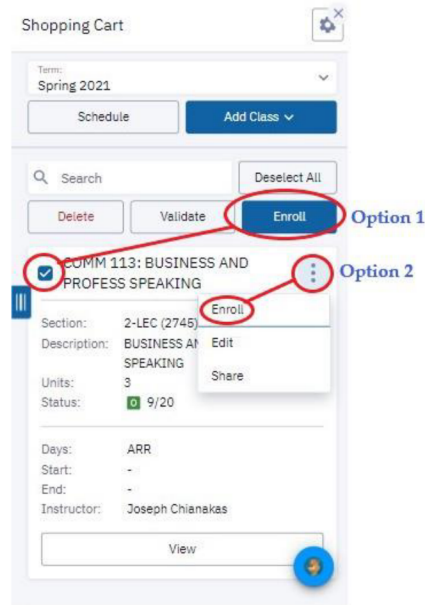
You can access your schedule from the Navigation Menu or Academics Dashboard.

Notes:
- *Use the toggle buttons to switch between List and Calendar View.*
- *Use the dropdown arrow to select term in the list view.*
- *In the Calendar view, you have the option to switch between Month, Day, or Week view.*