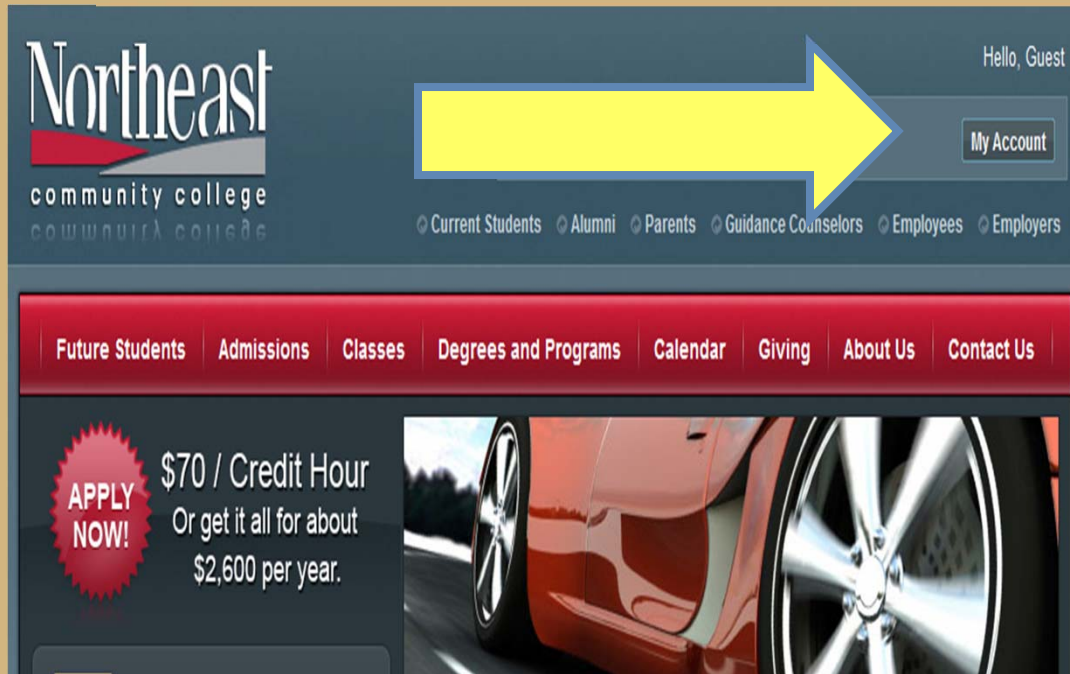


How do I register online?



Step 1: From the NECC homepage, click on the My Account tab on the top right of the screen

Step 2: Select Login to My Northeast

Item below for services.

Fall 2011


Use your My Northeast account for all Fall 2011 Classes.

[Need a User Id and PIN?](#)
[Need to change your contact information?](#)

Login to My Northeast

- Plan Your Class Schedule
- Register for Classes
- Review Your Financial Aid
- Pay Your Bill [Payment Options](#)
- Access your Student Records

Step 3: Login to My Northeast



Northeast
community college

[Log in to My Northeast](#)
[Apply for Admission](#)
[General Financial Aid](#)
[Class Schedule](#)
[Course Catalog](#)

RELEASE: 8.3

Step 4: Enter your User Name and PIN

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note:
Your PIN is Case Sensitive.
Your account will be locked after 5 failed login attempts.
Please use the **Forgot PIN?** button to reset your PIN if you do not remember your PIN.
Your PIN will expire every 30 days.
Your PIN needs to be at least 8 characters in length.
Your PIN needs to include a combination of numbers and alpha characters.

For assistance call:
Students - 402-844-7731
Staff - 402-844-7045

To protect your privacy, please Exit and close your browser when you are finished.

User ID:
PIN:

Your preset PIN for My Northeast consists of eight alpha/numeric characters. Use the following formula to determine your unique PIN:

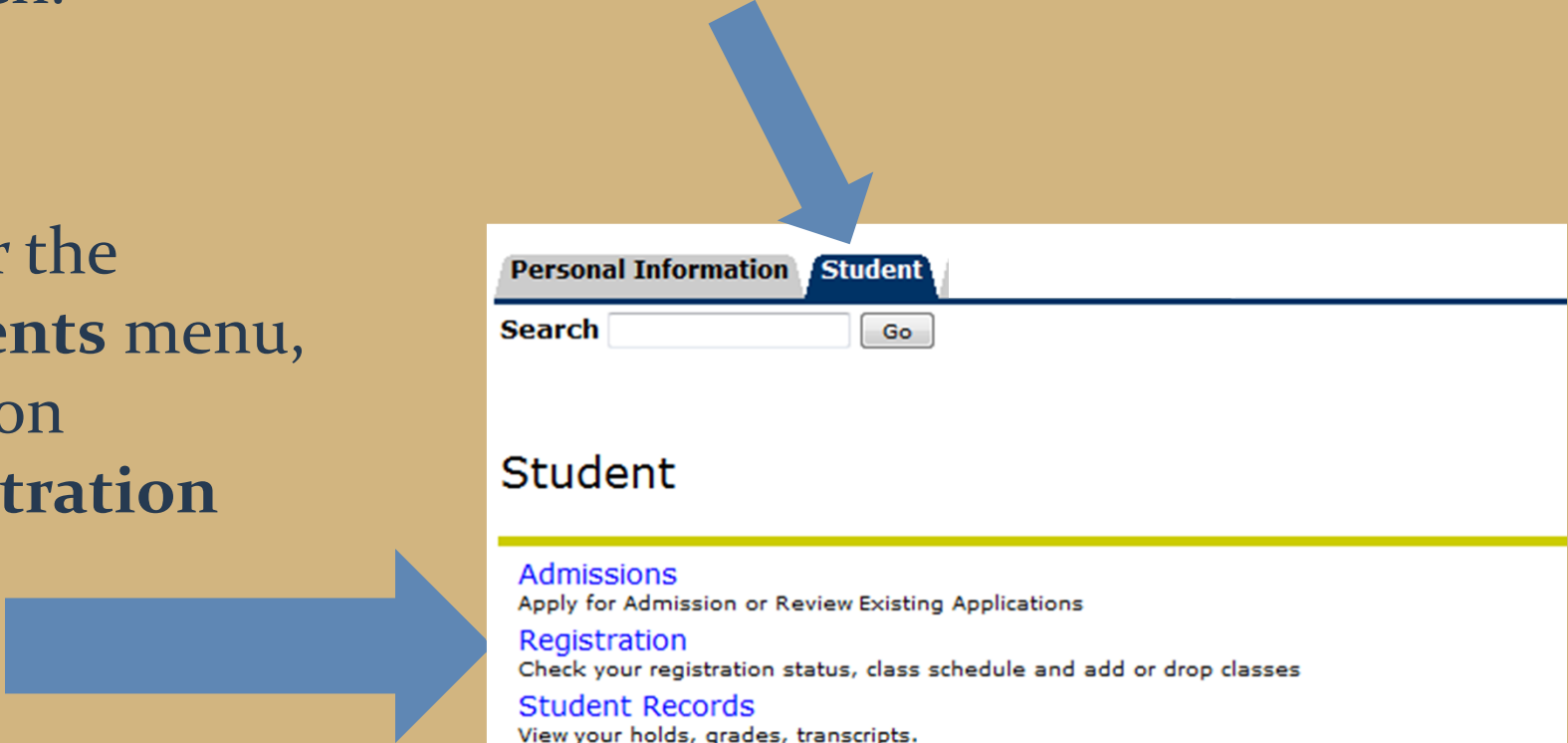
- First initial of your first name (uppercase); first initial of your last name (uppercase), last four digits of your social security number, two digits for your birth month. Example: FL123401

For security purposes, once you are logged into the system, you will be asked to select a new PIN and will need to answer security questions after you first login to the new system.

How do I register online?

- Click on the **Student** tab located on the left hand side of the screen.

- Under the **Students** menu, Click on **Registration**



The screenshot shows a web application interface with a navigation bar at the top. The navigation bar has two tabs: 'Personal Information' and 'Student'. The 'Student' tab is selected and highlighted in blue. Below the navigation bar is a search bar with the text 'Search' and a 'Go' button. Below the search bar is the heading 'Student'. A horizontal line separates the heading from the menu items. The menu items are: 'Admissions' (Apply for Admission or Review Existing Applications), 'Registration' (Check your registration status, class schedule and add or drop classes), 'Student Records' (View your holds, grades, transcripts.), and 'Student Accounts' (Account summary, details and payment history.). At the bottom of the page, there is a footer that reads 'RELEASE: 8.3'.

Registering for classes

- Select “Look Up Classes.

Registration

Select Term
Add or Drop Classes
Look Up Classes
Student Detail Schedule
Registration Fee Assessment
Registration Status
Active Registration
Registration History
Concise Student Schedule



Registering for classes

Choose the term you wish to search for classes then click “Submit”.

You may search for sections by the exact subject, course number and section. Or, you may search for sections that meet on specific days or times.
“Class Search” at the bottom of the screen.

Search by Term:
None ▾

OR

Search by Date Range (MM/DD/YYYY):
From: To:

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

When registering for any English or Math course, mandatory placement scores must be met.

Mandatory Placement information is available on the catalog link on each course. If you have questions in regards to mandatory placement, see your advisor or the testing center.

Subject: Accounting
Administrative Assistant
Agriculture

Course Number:

Title:

Schedule Type:

Instructional Method: All
Classroom based
Directed Study

Credit Range: hours to hours

Campus: All
Norfolk
Norfolk Off Campus

Part of Term: All
Diesel Tech Ag-11 weeks
Diesel Tech Ag-6 weeks

Session: All
Arranged
Day

Start Time: Hour 00 Minute 00 am/pm am

End Time: Hour 00 Minute 00 am/pm am

Days: Mon Tue Wed Thur Fri Sat Sun

Section Selection Results

Select the box in front of the CRN and choose Register or Add to Worksheet.

Click on the CRN number to view instructional method such as online, telecourse, or classroom.

Codes for the Select column:
NR - Not open for registration
SR - Student restriction
C - Class closed

Sections Found English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location
<input type="checkbox"/>	10043	ENGL	1020	0	NOR	3.000	English Composition II	MWF	08:00 am-08:50 am	20	4	16	Bonnie S. Johnson-Bartee (P)	08/22-12/15	AAHB 234
<input type="checkbox"/>	10342	ENGL	1020	0	NOR	3.000	English Composition II	TR	11:00 am-12:15 pm	20	2	18	Kristi M. Rastede (P)	08/22-12/15	AAHB 237
<input type="checkbox"/>	10345	ENGL	1020	0	NOR	3.000	English Composition II		TBA	20	1	19	Renee C. Krusemark (P)	08/22-12/15	TBA
<input type="checkbox"/>	10964	ENGL	1020	0	SSC	3.000	English Composition II	TR	12:35 pm-01:50 pm	24	1	23	Debra L. Sadler (P)	08/22-12/15	SSCC 208

Register Add to WorkSheet Class Search

Click on the hyperlink of the CRN for the course description, etc.

Click in the box in front of the CRN and choose "Register" or "Add to Worksheet".

If you select
"Register" it
adds that
class to your
schedule

Add or Drop Classes

To add a class, enter the Course Reference Number (CRN) in the Add Classes section. To drop a class, use the options available in the Action pull-down list. If need to pick up a drop/add form from the Registrar's office or contact the Registrar's office.


Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered									
Web Registered		10146	AGRI	1000	0	Undergraduate	2.000	Standard Letter	Microcomputer Applications
Web Registered	None	10012	ACCT	1200	0	Undergraduate	3.000	Standard Letter	Principles of Accounting I

Total Credit Hours: 5.000
Billing Hours: 5.000
Minimum Hours: 0.000
Maximum Hours: 20.000
Date: Mar 02, 2011 02:02 pm

Add Classes Worksheet

CRNs



If you select
"Add to
Worksheet
it adds it to
your
selection
without
registering
you

Add or Drop Classes

To add a class, enter the Course Reference Number (CRN) need to pick up a drop/add form from the Registrar's office

Current Schedule

Status	Action	CRN	Subj
Web Registered		10146	AGR

Total Credit Hours: 2.000
Billing Hours: 2.000
Minimum Hours: 0.000
Maximum Hours: 20.000
Date: Mar 02, 2011 02:02 pm

Add Classes Worksheet

CRNs

10012

