

How to
use the

MyICC app

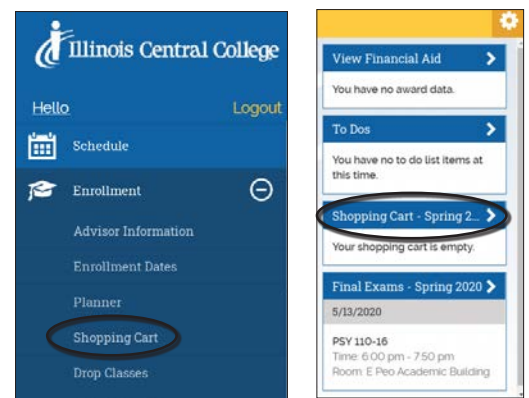
How to Enroll

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

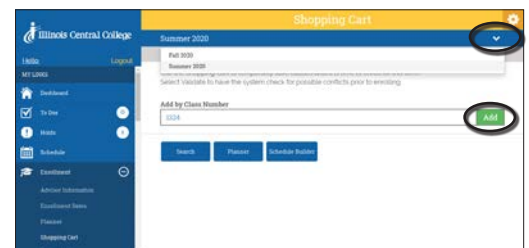


- 2 On the Home page, click on the MyICC (eServices) tile.

- 3 From the menu or dashboard page, click the Shopping Cart.



- 4 On the Blue bar at the top, under the yellow Shopping Cart tab, 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 input this in the box and then hit the green Add button.

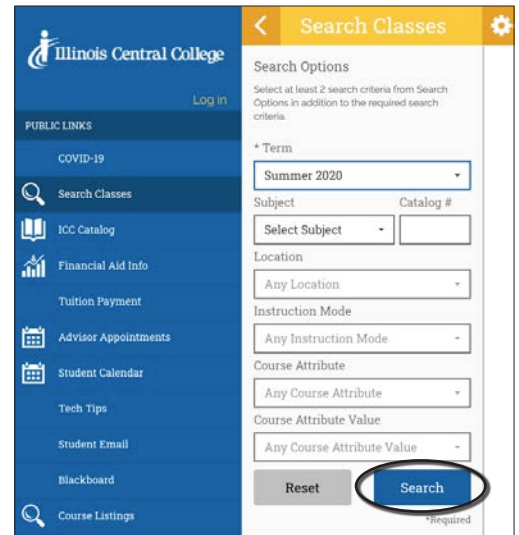


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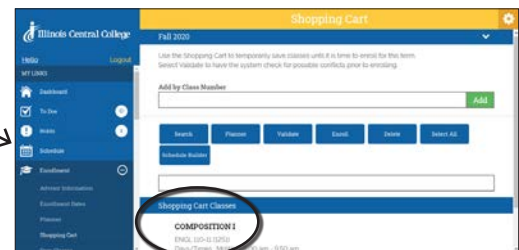
your
SMART CHOICE

Illinois
Central
College

5 If you do not know the 4-digit class number, use the **blue Search Button** to open the Search for Classes window. You will need to identify at least 2 Criteria for your search.



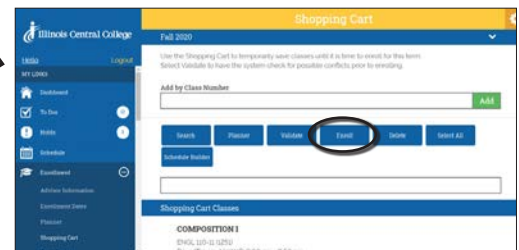
6 The class you inputted will then be listed at the bottom of your **Shopping Cart**. From this screen you can Enroll, Delete or search for other classes. The **blue Enroll button** will not appear if Enrollment for the semester is not yet available, but classes can be kept in the Shopping Cart until this is open. The box to the left of the listed Course must be checked before any of the blue action tabs will function on that item.



7 To learn more about the class - location, dates, instructor, number of students, cost, credit hours, etc., click on the blue arrow to the right of the listed course. There are **blue Class Actions** such as Enroll from this page also.



8 Once you have all your classes in your shopping cart, you are ready to enroll! Check the box to the left of each class you wish to enroll (or chose Select All). Press the **blue Enroll button** to move the classes to your schedule.



9 You can access your **Class Schedule** from the Dashboard or the Menu. Use the drop-down arrow to switch between terms in the list view. Use the Settings **Gear** to switch between Day, Week, Month or List view.

