

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.

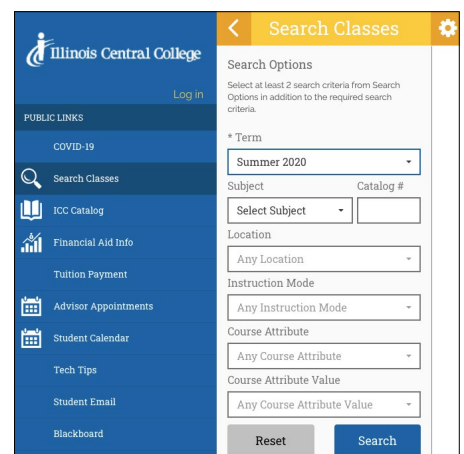
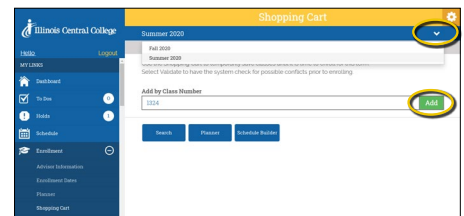
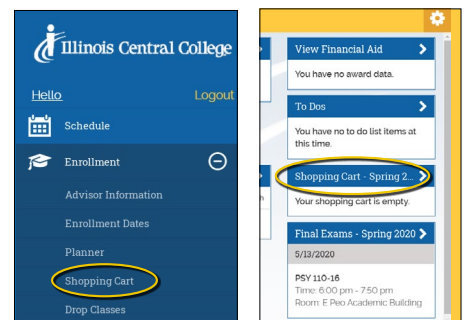
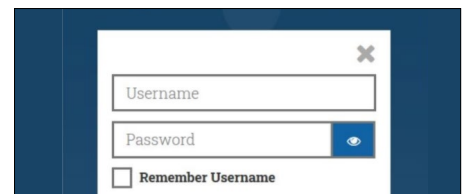
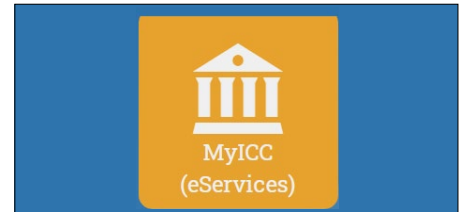
2 On the Home page, click on the MyICC (eServices) tile.

3 A white sign-in box will appear. Sign in with your eServices Username and Password.

4 From the menu or dashboard page, click the Shopping Cart.

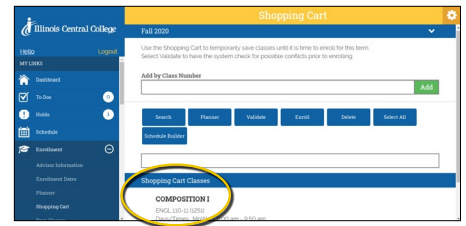
5 On the blue bar at the top, under the yellow Shopping Cart tab, select the semester in which you want to enroll. You can also view your planner or build your schedule from this page. If you know the class number (4-digit number) you can input this in the box and then hit the green Add button

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

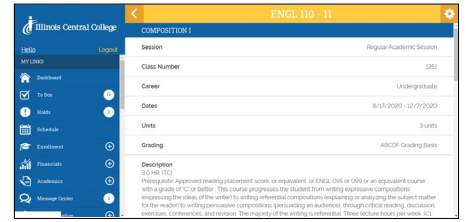


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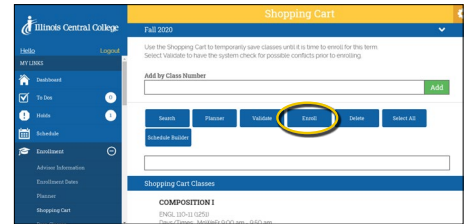
7 The class you entered will then be listed at the bottom of your Shopping Cart. From this screen you can Enroll, Delete or search for other classes. The blue **Enroll** button will not appear if enrollment for the semester is not yet available, but classes can be kept in the Shopping Cart until this 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.



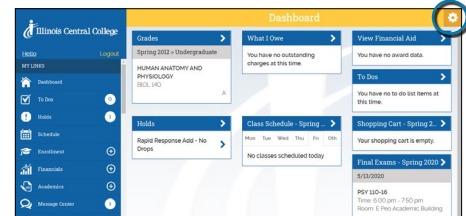
8 To learn more about the class - location, dates, instructor, number of students, cost, credit hours, etc., click on the blue arrow to the right of the listed course. There are blue **Class Actions** such as Enroll from this page also.



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



10 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.



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your
SMART CHOICE

