

Step 17. The drop down menu can be used to select the ****Web Dropped**** option to drop classes. **To complete the class drop, you must click on Submit Changes**



The screenshot shows a web registration interface. At the top, it says "Status" and "To Drop a course:". Below this, there are two bullet points: "Select **Web Dropped** from the Drop-Down Box, Then" and "Select **Submit Changes** at bottom of page". Below the instructions, there is a dropdown menu with "None" selected. To the left of the dropdown menu, it says "**Web Registered** on Jul 08, 2004" and "Total Credit Hours: 3.000". Below the dropdown menu, there is another dropdown menu with "None" selected and an arrow pointing to it. Below that, there is a dropdown menu with "**Web Dropped**" selected.

Step 18. Once you have registered for classes Print ALL THESE!

- Click on **Student Schedule by Day & Time** (at bottom of page). After the page loads, click on the Printer icon located in the tool bar to print your schedule by day and time.
- Click on **Student Detail Schedule** (at bottom of page). After the page loads, click on the Printer icon located in the tool bar to print your detail schedule. **Take this printout to the bookstore.**
- Click on **Registration Fee Assessment** (at bottom of page). After the page loads, click on the Printer icon located in the tool bar to print your bill.

*****You will be dropped for non-payment if you fail to set up a payment plan or pay in full.***

Step 15. To **EXIT** EagleNet click on any of the other tabs at the top of the page or click on Log-out to completely exit My NWACC Connection.

—CONGRATULATIONS—

You're now registered for classes at NWACC!

My NWACC Connection

User Name _____

Password _____

Assistance

Assistance with *EagleNet* web registration is available by calling 479-619-4398 or through e-mail: askregistration@nwacc.edu.

Staff are available Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 9:00 a.m. to 4:00 p.m.

There are specific dates registration/add/drop are allowed on EagleNet. Please visit www.nwacc.edu/calendar.php.

Students are not allowed to register on EagleNet if auditing a class. Please come to the Student Records Office on the second floor of the Student Center.

Possible Error Messages

Prerequisite and co-requisite errors:

Some classes may require a prerequisite or co-requisite. If you have successfully completed classes at other institutions and believe you do not have to enroll in a prerequisite or co-requisite class, official transcripts with those courses **must** be on file with the NWACC Student Records Office. If you have questions about your transcript or believe there is an error, please call 479-619-4398 or e-mail: askregistration@nwacc.edu.

Adding and dropping courses:

The system will **not** allow you to enroll in the same course more than once. If you need to change the time of your course, **first** drop the section you are enrolled in and **then** add the new section with the new time. Check for open courses before making decisions to change your schedule.

Time conflict errors:

If you request two courses with starting and/or ending dates and/or times that overlap, you will receive a time conflict error for the second course and will not be allowed to enroll in this course.

NorthWest Arkansas Community College

One College Drive
Bentonville AR 72712
Phone: 1-800-995-6922

NorthWest Arkansas Community College

MY NWACC CONNECTION ONLINE REGISTRATION INSTRUCTIONS

<http://my.nwacc.edu>



NWACC
Learning For Living

For assistance call:

**1-800-995-6922 or
1-479-619-4324**

Step 1. Start at www.nwacc.edu

Step 2. Click on “My NWACC Connection”. Enter your user name and password.



The “Click Here” link will prompt you to enter the:

1. Last 4 digits of your social security number (if you are an International Student and do not have an SSN, use the last 4 digits of you Student ID)
2. First 5 letters of your last name
3. Your EagleNet **PIN**

look up your User Name, enter your information below and click submit.

Last 4 digits of your Social Security Number:

First 5 characters of your last name:

Your EagleNet Pin:

After clicking on submit, you will be given your log in information. **Return to the SECURE ACCESS LOGIN screen and login.**

Secure Access Login

User Name:

Password:

Having browser problems? [Click here.](#)

Note: If you need to access your User Name or Password, use the link below the log-in box.

Step 3. Change password

Password Expired

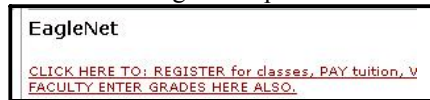
New password:

Confirm New password:

Step 4. Click on **EagleNet Tab.**



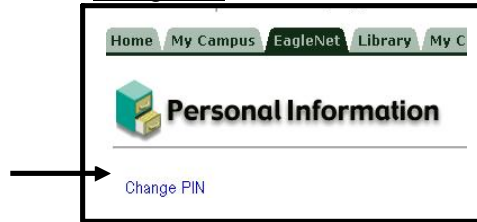
Step 5. Click on the EagleNet Option Link.



Step 6. Click on **Personal Information**



Step 7. Click on **Change PIN**



Step 8. Enter your current PIN first and then choose a new PIN and enter it twice. Click on **Change PIN** to submit.

Change PIN

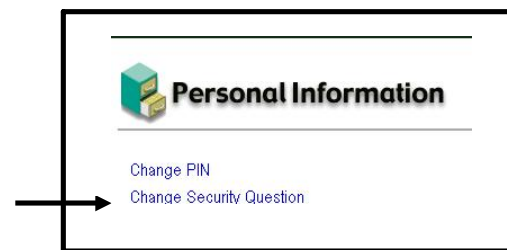
You must enter your old PIN and your new PIN. Re-enter your new PIN for verification.
Your PIN must be **6 numbers** long. Only **6 numbers** will be accepted. When finished, click Change PIN.

Enter Old PIN:

Enter New PIN:

Re-enter New PIN:

Step 9. Click on **Change Security Question**



Step 10. Set up your Security Question

Please enter Security Question and Answer and click Submit.

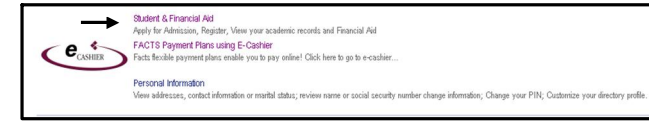
Question:

Answer:

Step 11. Click on the **EagleNet Tab** again then **EagleNet Option Link.**



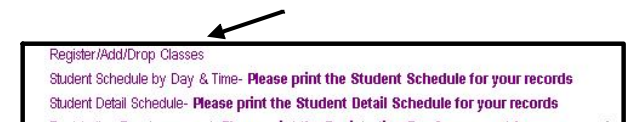
Step 12. Click on **Student & Financial Aid**



Step 13. Click on **College Credit Course Registration**



Step 14. Click on **Register/Add/Drop**



Step 15. Submit current term

*Scroll down and select course type and term from drop down menu and click on **Submit**

Select a Term: 2006 Spring Credit

Step 16. Scroll down and click on **Class Search** to find a complete class listing. To select a class, check the box of the class you want and click on **Register**

