



A Student's Guide to Campus Connect & Registering for Classes

What is Campus Connect?

Campus Connect is Ivy Tech's portal for students, faculty, and staff, providing access to all of Ivy Tech's online services. Campus Connect enables students to register for classes, pay tuition, check grades, and utilize the College's e-mail system.

Step 1: Setting up your account

- 1.) Use a web browser, such as Internet Explorer or Firefox, to access the Internet.
- 2.) Type <https://cc.ivytech.edu> in the address line and hit **Enter**.
- 3.) Click the **First Time Users** link to set up your account and establish your password.
- 4.) Read the Ivy Tech Community College Acceptable Use Policy and scroll to the bottom of the page - click the **I AGREE** button.
- 5.) Fill in the appropriate boxes with the personal information you submitted with your admissions application :

- First Name
- Last Name
- Your Banner ID (C#)
- Your Date of Birth (MMDDYYYY)
(example: January 15, 1990 would be 01151990)
- 5-Digit Zip Code

Click the **Next** button. You will then be asked to assign a password to your account and set up security questions and answers that will allow you to securely access your account in case you forget your password in the future.

- 6.) Enter your User Name and Password in the Secure Access Login boxes on the Campus Connect home page.
- 7.) Click the **Login** button.

REGISTRATION INSTRUCTIONS ON NEXT PAGE 

Students experiencing difficulty accessing their Campus Connect account should contact the College's Service Desk at:

helpdesk@ivytech.edu

1-877-489-8324 or 1-877-IVY-TECH



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Step 2: Registering for Classes

- 1.) On the Home tab, click the **Self-Service Banner** link in the **Quick Links** channel.
- 2.) Click the **Student** tab.
- 3.) Click the **Registration** link.
- 4.) Click the **Add or Drop Class** link.
- 5.) Select the term.
- 6.) Carefully read the screen labeled Add or Drop Classes. This will help you complete the registration process.
- 7.) If you know your classes' Course Reference Numbers (CRNs) enter them into the boxes located near the bottom of the screen. If you are registering for multiple classes, enter one CRN in each box. When all CRNs have been entered, click the **Submit Changes** button.

If you do not know the appropriate CRNs, click on the **Class Search** button. Click to select your search parameters and then click the **Class Search** button. Pay careful attention to Campus and Instructional Method.

Once you have identified the course you want, check the box on the left-hand side of the screen, scroll down to the bottom of the page, and click **Register**. To register for another class, repeat the steps above and continue until you complete your schedule.

- 8.) After you have entered the appropriate CRNs for registration or selected them through the course search, the system will confirm the classes you have successfully registered for or will provide the reason why the class was not added to your schedule.
- 9.) When you are finished, click on the **Student Detailed Schedule** link to confirm your registration. To print a copy of your schedule, hold down the Control key and "P" at the same time or select the Print icon from your web browser.

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