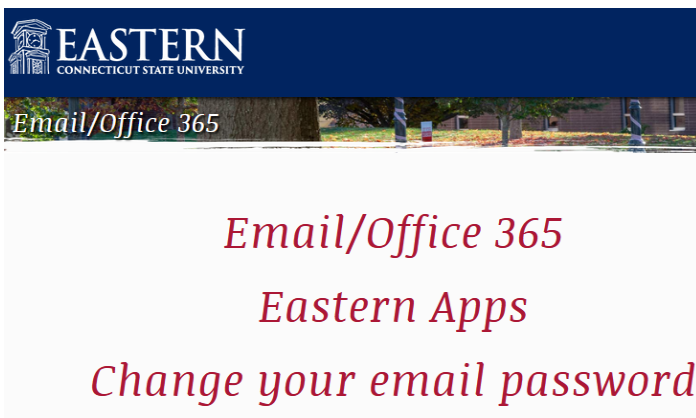# E-Web: Online Services for Students

This document covers the following topics:

Getting Started

Class Schedule

Login to E-Web

Enter a Security Question

Student Services / Personal Information (overview)

Entering Your Email Address

Entering Your Emergency Contact Information

Registration

Add / Drop Classes

Class Search within Registration

Registration Status

Student Records
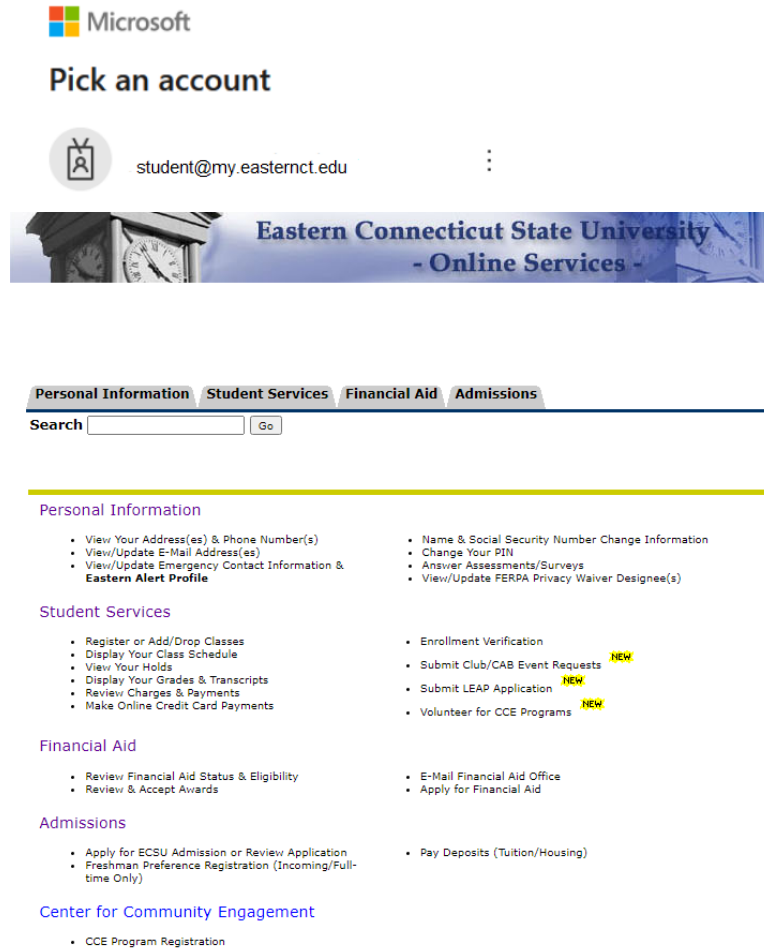
Advisor Information

Exiting E-Web

Getting Started:

EASTERN
CONNECTICUT STATE UNIVERSITY

Email/Office 365

Email/Office 365

Eastern Apps

Change your email password

Go to Eastern CT State University's homepage https://www.easternct.edu->Current Students->Email/Office 365->Select either Email/Office 365 or Eastern Apps->Login into the Office Portal->click SelfService-eWeb. KB article with screenshots explaining the process https://easternct.makekb.com/entry/21/

Login:

After the above steps are taken it should bring you to the Microsoft portal login->add your eastern email->Enter your password->you should now be redirected to eWeb/Self-Service.

Microsoft

Pick an account

student@my.easternct.edu

Eastern Connecticut State University
- Online Services -

Personal Information   **Student Services**   **Financial Aid**   **Admissions**

Search [ ] Go

Personal Information

- View Your Address(es) & Phone Number(s)
- View/Update E-Mail Address(es)
- View/Update Emergency Contact Information & **Eastern Alert Profile**

- Name & Social Security Number Change Information
- Change Your PIN
- Answer Assessments/Surveys
- View/Update FERPA Privacy Waiver Designee(s)

Student Services

- Register or Add/Drop Classes
- Display Your Class Schedule
- View Your Holds
- Display Your Grades & Transcripts
- Review Charges & Payments
- Make Online Credit Card Payments

- Enrollment Verification
- Submit Club/CAB Event Requests NEW
- Submit LEAP Application NEW
- Volunteer for CCE Programs NEW

Financial Aid

- Review Financial Aid Status & Eligibility
- Review & Accept Awards

- E-Mail Financial Aid Office
- Apply for Financial Aid

Admissions

- Apply for ECSU Admission or Review Application
- Freshman Preference Registration (Incoming/Full-time Only)

- Pay Deposits (Tuition/Housing)

Center for Community Engagement

- CCE Program Registration

Class Schedule:

Click Class Schedule to search course offerings and open seats by term. Select the Term and Click Submit.

1. You may choose any combination of fields to narrow your search.
2. Select up to three Subjects (hold down the Ctrl key and click your selections) <u>or</u> enter one 3-character Subject Code (optional).
3. Enter Course Number (optional). To Search for all 100 level courses enter 1%, for 200 level enter 2%, etc.
4. Select a Part of Term, Instructor, and/or GER. (optional)
5. Enter the Start Time to search for courses that begin at or after the time entered. (Optional)
6. Enter the End Time to selected courses that end at or before the time entered. (Optional)
7. Select the Days the class meets (optional)
8. Click Class Search.

Sample Results:

												Section			Cross List				
Fall 2003																			
Mathematics																			
Select	Lvl	CRN	Subj	Crse	Sec	Cred	Title	GER	Day (s)	Time	Date (MM/DD)	Cap	Act	Rsv	Rem	Cap	Act	Rem	Location	Instructor
Open	UG	10394	MAT	130	01	4.00	Precalculus Mathematics	IIIA	MWF	09:00 am-09:50 am	09/02-12/20	35	0	20	15				EASTRN 39	Davis
									F	11:00 am-11:50 am	09/02-12/20								WEBB 212	Davis
Open	UG	10395	MAT	130	02	4.00	Precalculus Mathematics	IIIA	TR	09:30 am-10:45 am	09/02-12/20	35	0	0	35				WEBB 212	Garcia
									W	01:00 pm-01:50 pm	09/02-12/20								SHAFER 210	Garcia

Student Services and Personal Information:

After logging into the secured area of E-Web, you will be presented with two areas of service. Student Services and Personal Information. To enter, click Personal Information or Student Services.

Personal Information
- View Your Address(es) & Phone Number(s)
- View/Update E-Mail Address(es)
- View/Update Emergency Contact Information
- Name & Social Security Number Change Information
- Change Your PIN

Student Services
- Add/Drop Classes
- Display Your Class Schedule
- View Your Holds
- Display Your Grades & Transcripts
- Review Charges & Payments
- Make Online Credit Card Payments
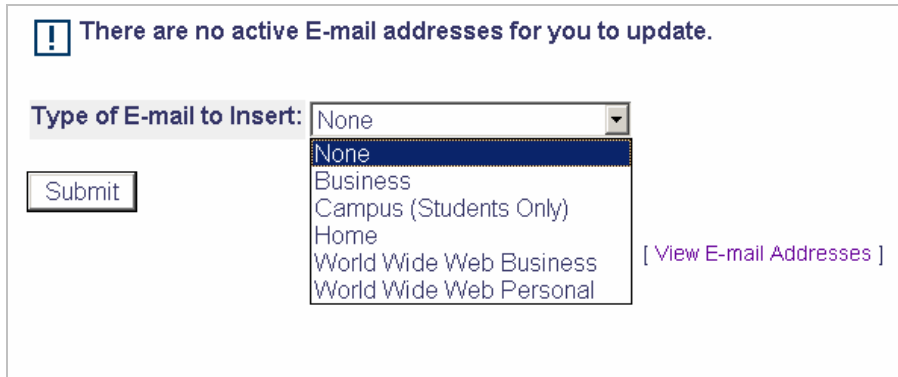- Sickness Insurance Waiver
- Financial Aid Information

- Personal Information includes viewing the address the university has on file for you. If the address is incorrect, please contact the Registrar's Office.
- You can enter the name, address, and phone number of the person who should be contacted in case of emergency. It is the student's responsibility to insure that their emergency contact information is up-to-date.
- You may also enter your e-mail address. We encourage students to maintain up to date e-mail information so that it will be available to instructors on class rosters and other reports.

Personal Information

Change PIN
Change Security Question
Address(es) and Phone(s)(View)
Update E-mail Address(es)
Emergency Contacts(View/Update)
Name Change Information
Social Security Number Change Information

Student Services

Registration
- Check Your Registration Status
- Add/Drop Classes *** Fall 2003 ***
- View Class Schedule Bulletin
- View Your Class Schedule

Student Records
- View Holds
- View Mid-Term & Final Grades
- View Unofficial Transcript
- View Student Info and Advisor Assignment
- View Degree Audit (*** Not Currently Available ***)

Financial Aid
- Review Financial Aid Status & Eligibility
- Review Award Information
- E-Mail Financial Aid Office
- Apply for Financial Aid

Student Billing
- Review Charges & Payments
- Make Online Credit Card Payments
- Sickness Insurance Waiver

Personal Information

Update E-Mail Address(es)

We are requesting students enter their e-mail address(es) and maintain as necessary. Under Personal Information, click Update E-mail Address(es).
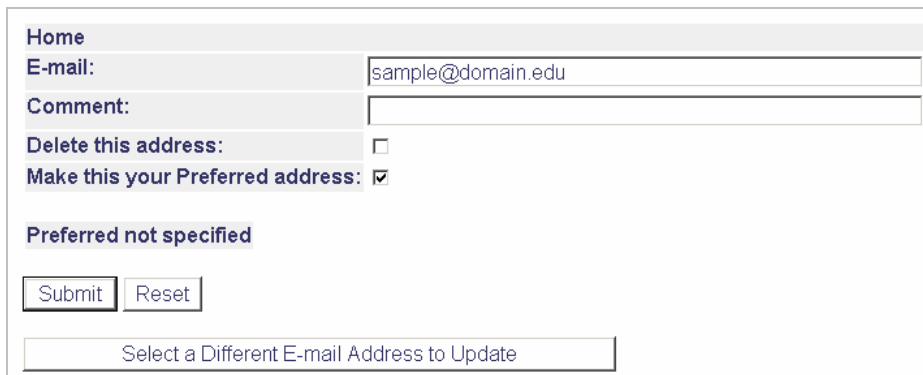

- Select the Type of E-mail address you will be entering from the drop down list.
- Click Submit.

- Type your e-mail address.
- Check the preferred e-mail box. If entering multiple addresses, you will only select one as your preferred.
- Click 'Submit'.
- To return to the menu, click the Personal Information link at the top of the page.

Entering Emergency Contact Information:

It is the student's responsibility to maintain up-to-date emergency contact information. From the Personal Information menu, click Emergency Contacts (View/Update).

Click New Contact.

Emergency Contacts

Order	Name	Address and Phone	Relationship
1	New Contact		

Choose the relationship of the contact to yourself from the drop down list.
Enter all of the information and click Submit Changes.

Remove Contact:	☐
Order:	1
Relationship:	Mother
First Name:	Mary
Middle Initial:	
Last Name:	Brown
Address Line 1:	123 Penny Lane
Address Line 2:	
Address Line 3:	
City:	Somewhereville
State or Province:	Connecticut
Zip or Postal Code:	12345
Country:	None
Area Code:	860 Phone Number: 555 Extension: 1212

Submit Changes   Reset

Once a contact is entered, click on the Name to update. You may want to add more than one contact. You can add a second contact for the same person to submit their work/daytime address/phone number.

Example of multiple contacts for one person:

Emergency Contacts

Order	Name	Address and Phone	Relationship
1	Mary Brown	123 Penny Lane Somewhereville, CT 12345 860 555 ext 1212	Mother
2	Mary Brown	ABC Corporation - WORK Nowhere, CT 12321 860 555 ext 4321	Mother
3	New Contact		

6

Student Services

Registration

Add or Drop Classes:

During the Fall and Spring terms, full-time undergraduate students will be prompted for their Registration Access Code. This code is obtained from your advisor. The advisor will give you a Registration Information Card with your Registration Appointment Date and Registration Access Code. Enter the code and click Submit. You will only need to enter this code once per term.

After entering your Registration Access Code, the Add and Drop Worksheet is opened.

If you have already registered for the term, your class schedule will appear in the Current Schedule section below. Note this section also displays cancelled classes and previously dropped classes. See the Status column. If you wish to re-register for a class you previously dropped you must first process a web drop, see drop instructions below, and then re-register for the course, see add instructions below.

To add a class enter the Course Reference Number (CRN) in the Add Class table. Note, section overload approvals, instructor signature required approvals and course repeats (including previously withdrawn courses) require an in-person add transaction at the Registrar's Office.

To Drop a class use the options available in the Action field. If no options are listed in the Action field then the class may not be dropped.

To Complete Registration click Submit Changes. When you submit changes any applicable adjustments to your term bill will occur. **Please make payments as appropriate**. Failure to meet financial obligations could result in being dropped from your courses.

Warning, when you submit changes pre-requisite checking occurs for added and previously registered courses. If you no longer meet the pre-requisite for a previously registered course, the course will be dropped. To re-register without having fulfilled the pre-requisite requirements, you must have the instructor's written permission and re-register in person at the Registrar's Office.

If you are unsure of which classes to add, click Class Search to review the class schedule. Note, this search function operates differently than the class schedule found on the E-Web: Easterns Online Service home page.

Current Schedule

Action	CRN	Subj	Crse	Sec	Level		Cred	Grade Mode	Title		Status
None	50020	PSY	020	01	Under						

To drop a course, select **Web Drop** from the drop down menu.

None
Web Drop   3.00

Billing Hours: 3.00
Maximum Hours: 14.00
Date: Mar 24, 2003 09:49 am

To add a course, type the CRN (Course Reference Number) for each course you want to add or click the Class Search button to search for a course to add.

Add Classes

CRNs

Click Submit Changes button. To make payment, click 'Registration Fee Assessment' link at the bottom of the page.

[Submit Changes]   [Class Search]   [Reset]

Registration Errors

If there are errors with your registration, you will receive Registration Errors.
Possible errors include, but are not limited to:

- Closed Section
- Time Conflict
- Pre-Requisite or Test Score not met
- Co-Requisite Needed
- Duplicate CRN

- Level Restriction (example: Undergraduate student attempting to register for a Graduate Level course)
- Maximum Hours Exceeded (example: Part time student attempting to register for more than 11.99 credits)
- CRN does not exist

Class Search within Registration:

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

Subject: A+ Certificate Courses - Non Credit / Accounting / Anthropology

Subj Code:

Course Number:

(O)pen (C)lose: ⦿ Open ◯ Close ◯ Both

Title:

Part of Term: all / Full Term / First 5-Week Session

Instructor: all / Acayan / Adams

GER: all / GER IA Inquiry and Analysis / GER IB Aesthetic Awareness

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

[Class Search]

Class Search within Registration works the same as in the non-secure area except you can register directly from the results or add courses to your Add/Drop Worksheet from the results. (See Sample Results below).

Sample Results:

The select column displays "Open", "Closed" or a Check Box depending on seat availability and registration eligibility.

- If a Check Box is displayed, you are currently eligible to register and open seats are available. Click the Check Box on the desired course(s) and then click the "Register" button or "Add to Worksheet" button at the bottom of the page to register.
- If "Open" displays it indicates that seats are still available. If you are currently eligible to register and "Open" displays, you are already registered for the corresponding class.
- If "Closed" displays, all seats are currently taken.

The select column displays "Open", "Closed" or a Check Box depending on seat availability and registration eligibility.

- If a Check Box is displayed, you are currently eligible to register and open seats are available. Click the Check Box on the desired course(s) and then click the "Register" button or "Add to Worksheet" button at the bottom of the page to register.
- If "Open" displays it indicates that seats are still available. If you are currently eligible to register and "Open" displays, you are already registered for the corresponding class.
- If "Closed" displays, all seats are currently taken.

Registration Status:

Your registration appointment period begins on **04-MAR-2003**

Your advisor for the above term is **Jianhua Lin**

⚠ **You have Holds which will prevent registration.**

Your Academic Standing permits registration.

Your Student Status permits registration.

Your Class for registration purposes is Senior.

Earned Credit

Level	Type	Hours
Undergraduate Institutional		109.00

Curriculum Information

Level: Undergraduate

College: School of Arts and Sciences

Degree: Bachelor of Science

Major: Computer Science

[View Holds | Add or Drop Classes]

Registration Status lists the date you are eligible to register for the selected term, your advisor, registration hold alert, academic standing, student status, and degree/major information.

If you have holds which prevent registration, click the View Holds link at the bottom of the page for more information. (Sample Hold below).

Sample Hold:

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
See Bursar	Nov 09, 2001	Dec 31, 2099		Current Term Unpaid Balance		Registration Transcripts Graduation Accounts Receivable
Delinquent Balance	Jun 06, 2002	Dec 31, 2099				Registration Transcripts Graduation Accounts Receivable

Student Records

Student Records

View Holds

Midterm Grades

Final Grades

Academic Transcript

Course Catalog

Student Information

Advisor Information

Advisor Information

Click Advisor Information for your Primary Advisor's information including Name, Department, Building & Room Number, Phone Number, and Email address.

Logout: Exiting Web for Student

It is very important to remember to exit and close your browser. Click EXIT in the upper right corner of your screen.