

# **E-Web: Online Services for Students**

This document covers the following topics:

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** 

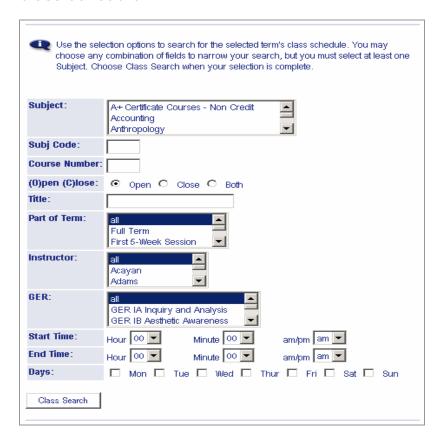
Exiting E-Web

## **Getting Started:**



Go to Eastern CT State University's homepage <a href="http://ww.easternct.edu">http://ww.easternct.edu</a> and click Online Services or go directly to <a href="http://eweb.easternct.edu/">http://eweb.easternct.edu/</a>.

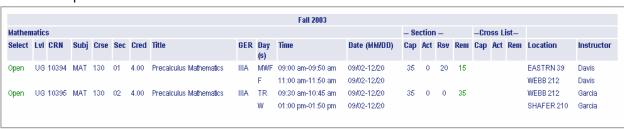
### Class Schedule:



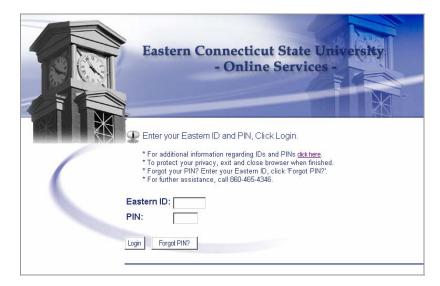
Click Class Schedule to search course offerings and open seats by term. Select the Term and Click Submit.

- 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:



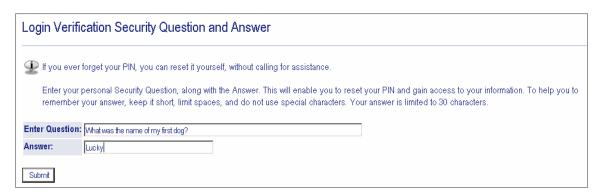
### Login:



You have been assigned an 8-digit Eastern ID. Your PIN is initially set to your date of birth in the format mmddyy. For example, if your date of birth is January 4, 1962, your PIN is 010462. The first time you login, you will be prompted to change your PIN. Your new PIN must be six numeric digits.

If you need assistance, please call the Help Desk at 860-465-4346.

### **Enter a Security Question**



You will be prompted to enter a security question. If you forget your PIN, this will enable you to reset your PIN and gain access to your information.

#### 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

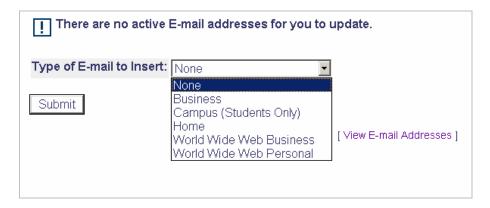
#### Student Billing

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

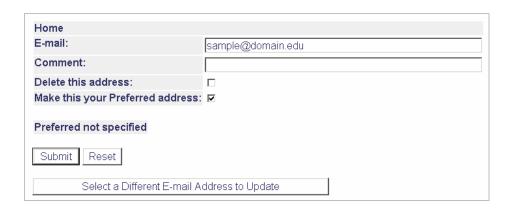
### **Personal Information**

## 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.



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



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:

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

### **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.

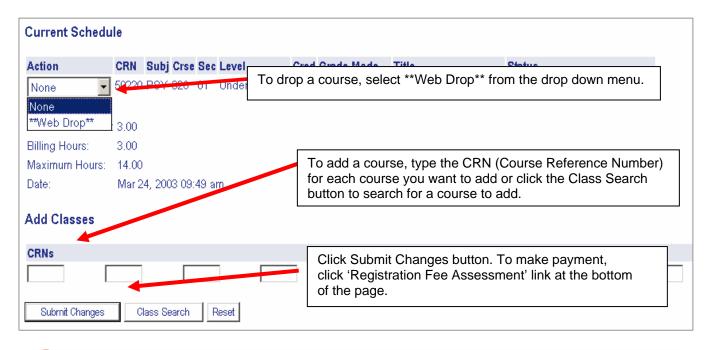
To add a class enter the Course Reference Number (CRN) in the Add Class table. Note, section overload approvals, instructor signature required approvals and course repeats (including previously withdrawn courses) require an in-person add transaction at the Registrar's Office.

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.



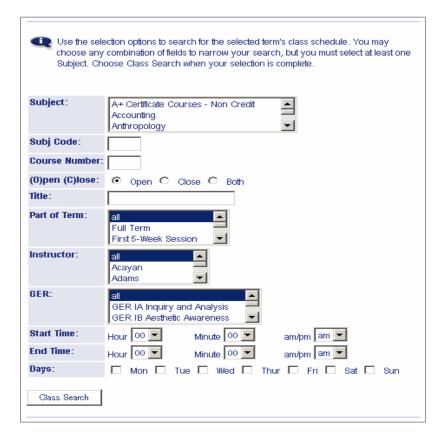


If there are errors with your registration, you will receive Registration Errors. Possible errors include, but are not limited to:

- 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:



Class Search within Registration works the same as in the nonsecure 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.

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### **Registration Status:**



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:

ĺ	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**



#### Advisor Information

Primary Advisor: A. Advisor

Department: Name of Department

Building and Room: Building, Room Number

Phone Number: 860 465-5000

Email Address: advisora@easternct.edu

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.