

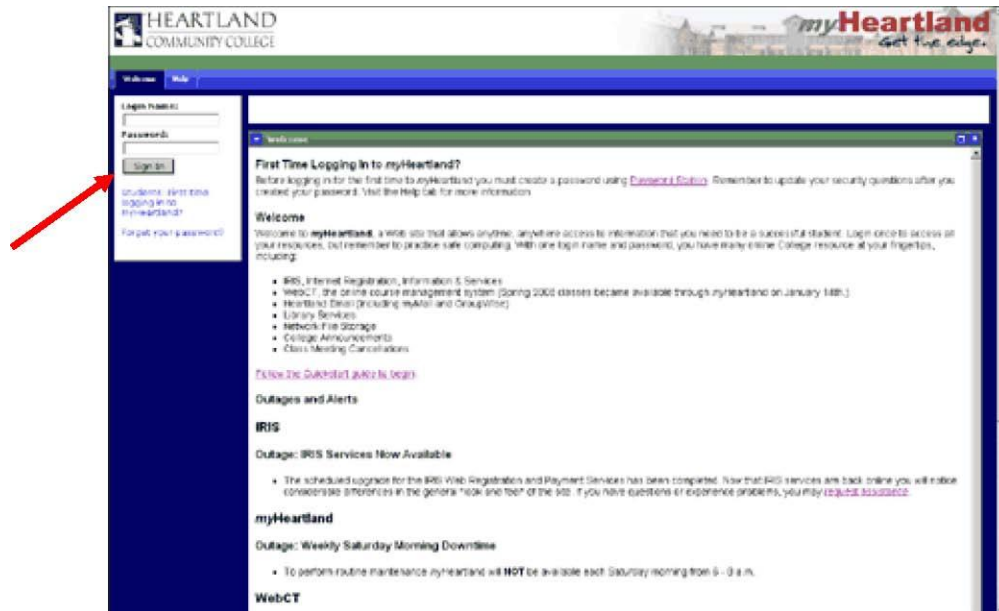
Directions for Using the IRIS Web Registration, Payment System, and Grades View

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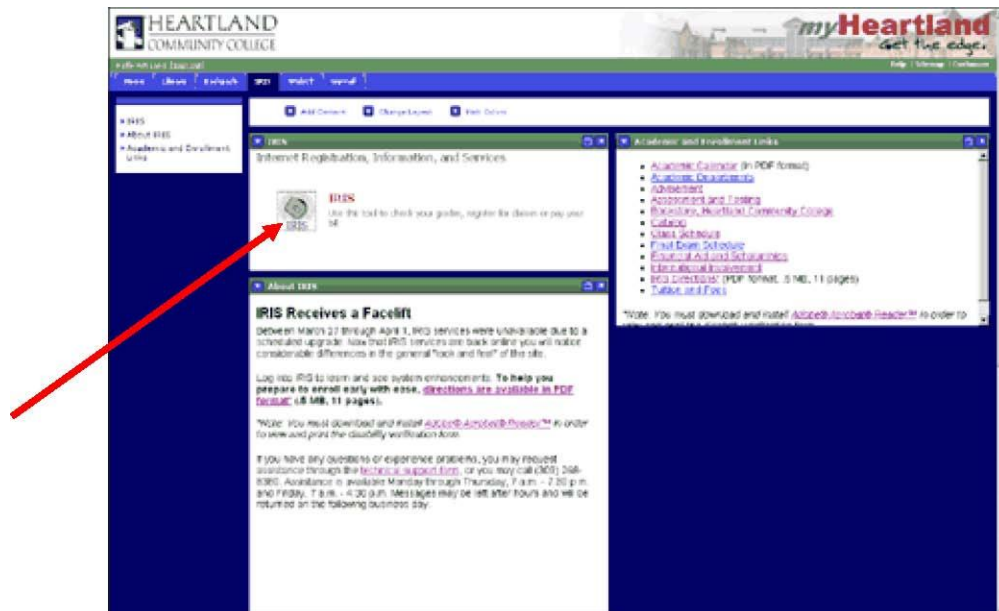
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To Add a Class:

1. Log in to **myHeartland** at <https://my.heartland.edu>.



2. Click on the **IRIS** tab and then the **IRIS** icon

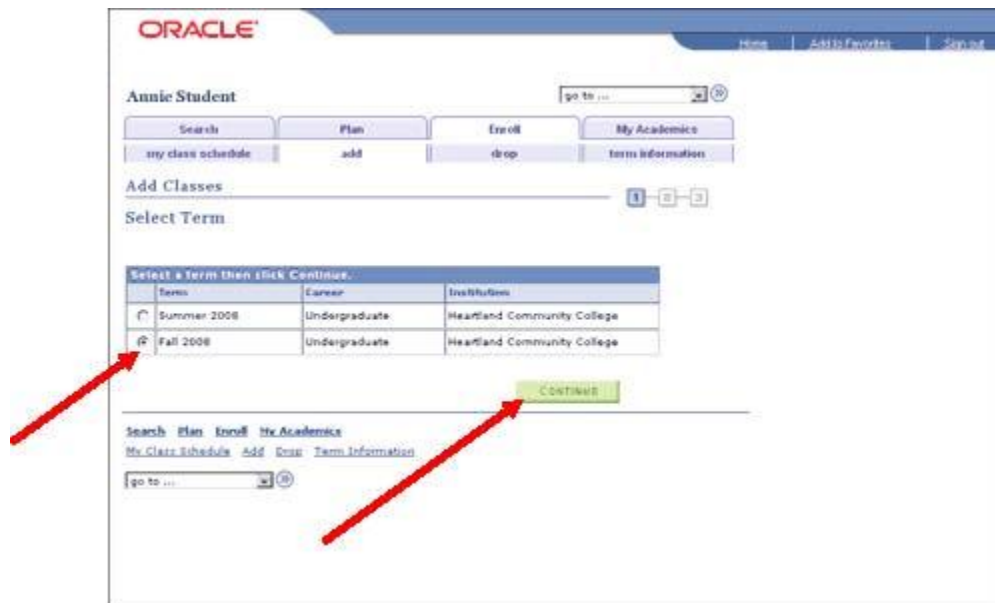


- The **Student Center** allows you to view up-to-date information, including current class schedule, tuition information, current address and phone number, advisor contact information and any holds on your account. Select the **Enroll** link near the top on the left side under “Your Student Center.”



- Select the **Term and Career** that is desired then click the **Continue** button.

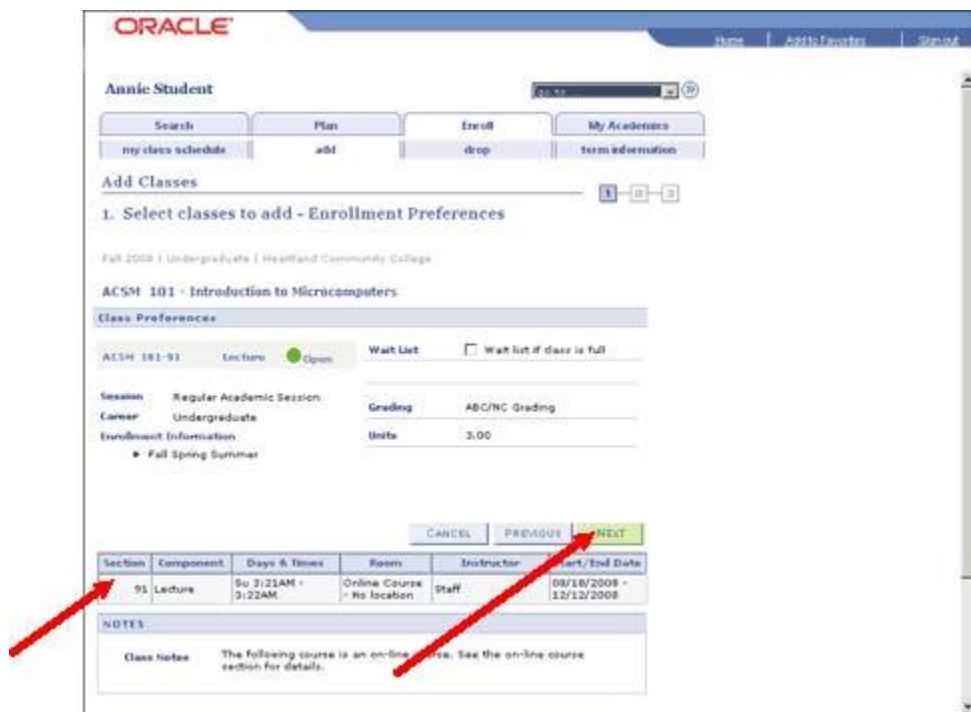
For credit classes, be sure to choose “**Undergraduate**” as the career. Non-credit classes (Community Education) are under the Continuing Education career.



5. Enter the 4-digit class number in the field where it says, "Add to Cart." Then click the **Enter** button.

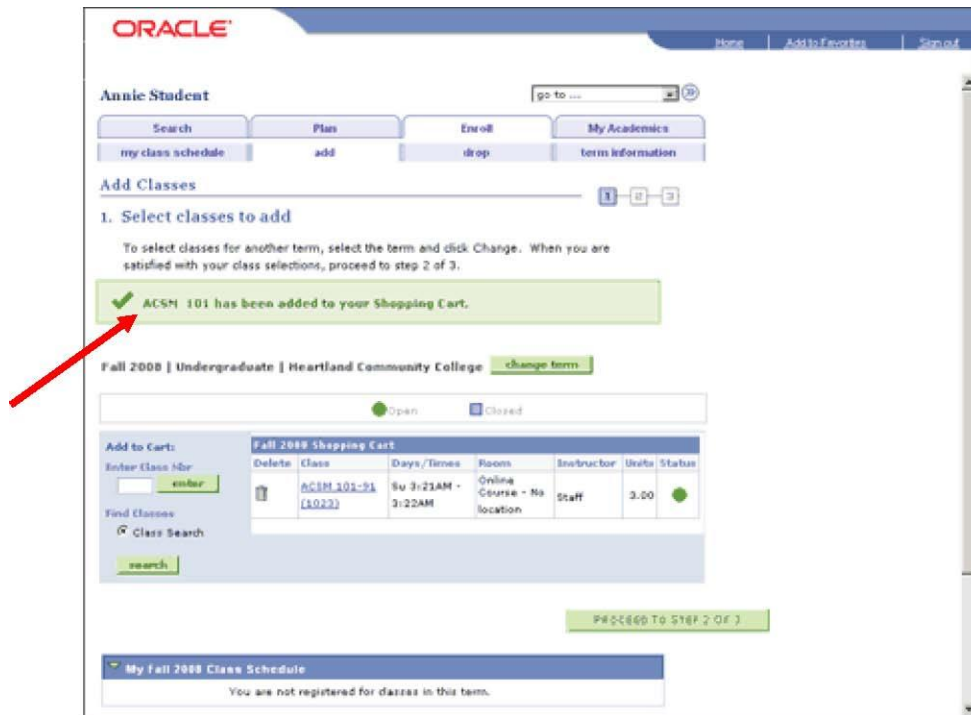


6. Information will be displayed relevant to that class. Click the **Next** button to continue and add this class to the shopping cart.



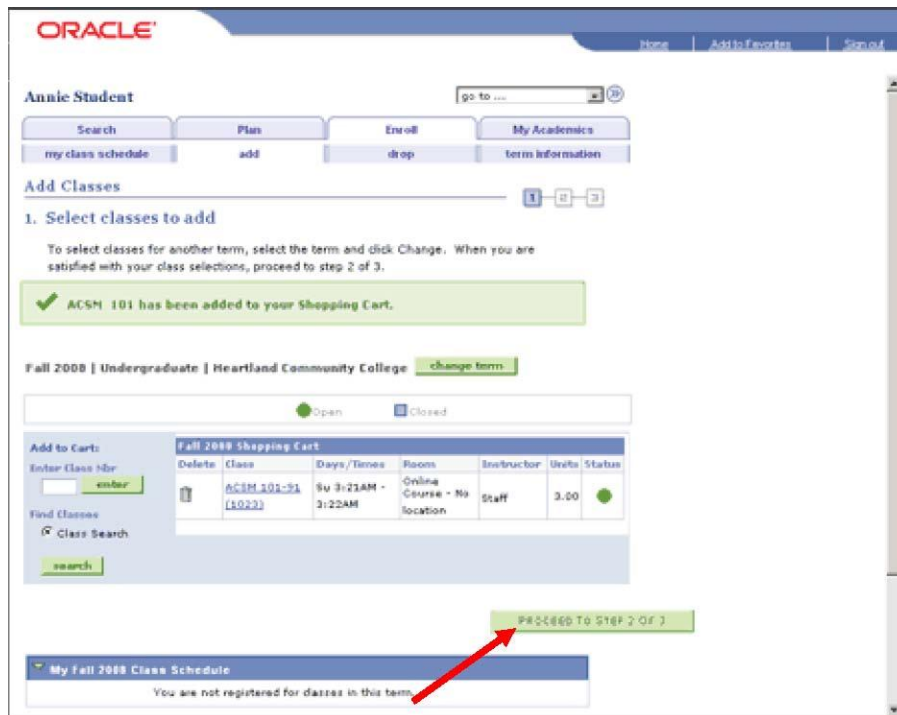
7. A message is displayed that the class has been added to the **shopping cart**.

You are NOT yet enrolled in this class!



8. If you wish to enroll in additional classes, continue by adding the 4-digit class number as completed in the previous steps (6-8).

9. Once you have added all of your desired classes to the shopping cart, click on the **Proceed to Step 2 of 3** button to continue with the enrollment process.



10. You are almost finished. This page confirms that the desired classes are in the shopping cart. **If you wish to enroll in these classes**, click the **Finish Enrolling** button to allow the system to process the request. If you wish to make a change, click on the **Previous** button. Choose **Cancel** to cancel the request.

ORACLE

Annie Student

Search Plan Enroll My Academics

my class schedule add drop term information

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2008 | Undergraduate | Heartland Community College

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
ACSM 101-91 (1023)	Introduction to Microcomputers (Lecture)	Su 3:21AM - 3:22AM	Online Course - No location	Staff	3.00	●

CANCEL PREVIOUS FINISH ENROLLING

Search Plan Enroll My Academics

My Class Schedule Add Drop Term Information

go to ...

11. The next screen after clicking the **Finish Enrolling** button will display each of the selected classes and if the students' enrollment was successful. Note the status column on the far right of the page. It will display either a green check mark for success or a red X for an error message. A message will also be displayed on this screen to provide additional information.

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Search Plan Enroll My Academics

my class schedule add drop term information

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2008 | Undergraduate | Heartland Community College

Success: enrolled Error: unable to add class

Class	Message	Status
ACSM 101	Success: This class has been added to your schedule.	✓

VIEWPAY MY BILL MY CLASS SCHEDULE ADD ANOTHER CLASS

Search Plan Enroll My Academics

My Class Schedule Add Drop Term Information

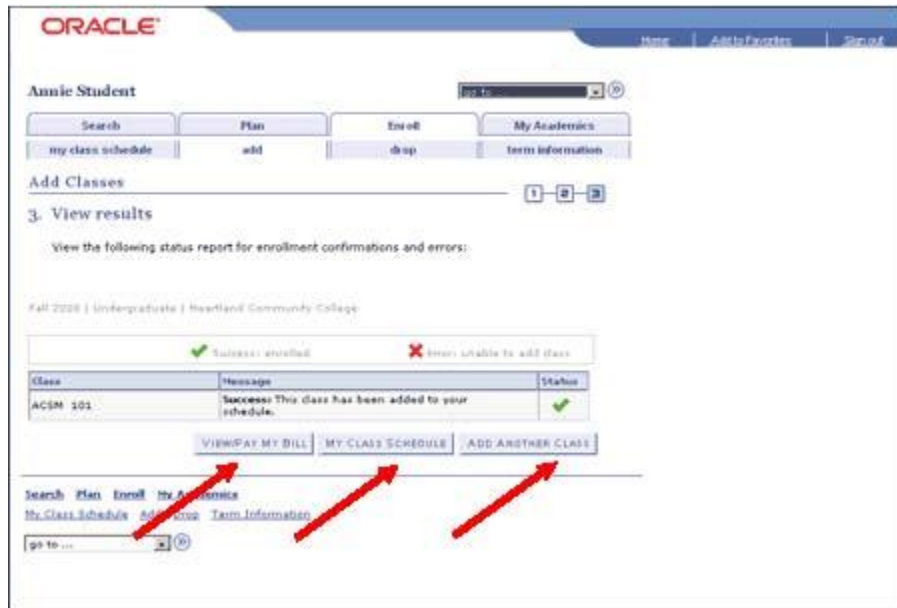
go to ...

12. At this point, the student may choose to click the button to “**Add Another Class**,” “**View/Pay My Bill**” or view “**My Class Schedule**.”

View/Pay My Bill will allow the student to see the amount of tuition due, the due date and to link to the installment payment plan, available for online payment.

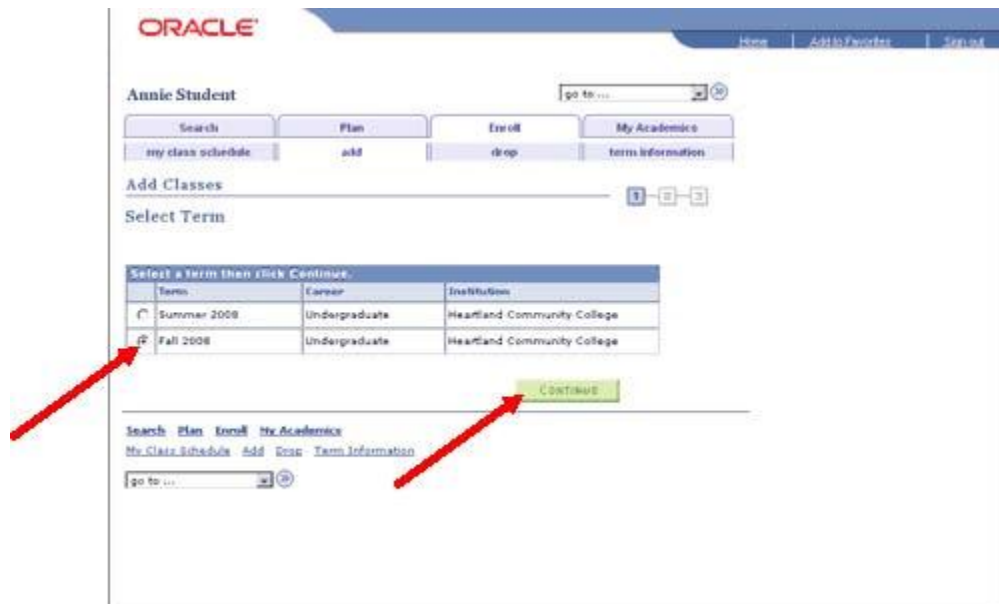
View My Schedule will allow the student to view and print the class schedule with details.

Add Another Class will allow the student to make additional selections using the steps previously mentioned.

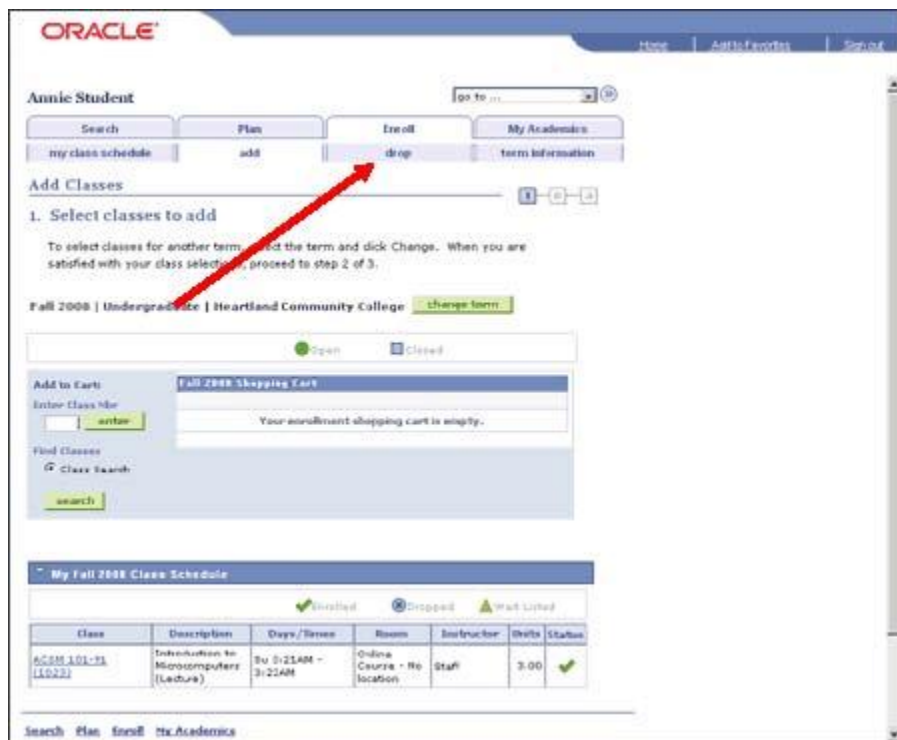


To Drop a Class:

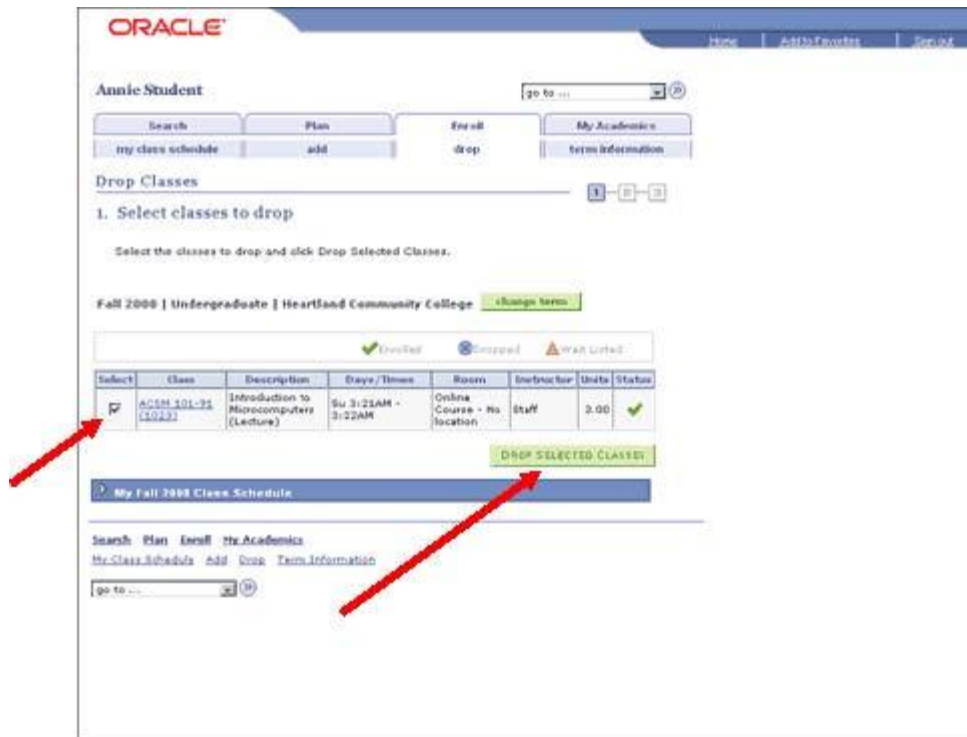
1. From the *Student Center*, click on *Enroll*. (See steps 1-4 under adding a class to see the Student Center.) You should see the screen below. Select the *Term* and choose the *Continue* button.



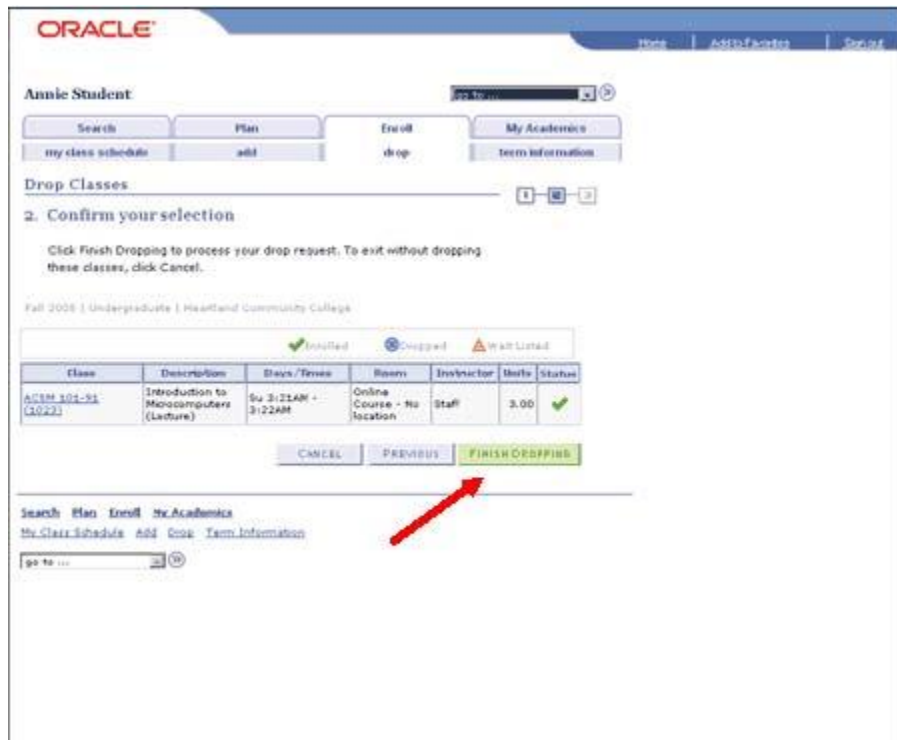
2. Click on the tab at the top labeled “*drop*.”



- Select the checkbox next to each class to be dropped. Choose the **Drop Selected Classes** button. Note: Be careful – the drop hasn't been processed yet. This screen is confirming that this is the class that is to be dropped.



- Click on the **Finish Dropping** button.



- The **View Results** page confirms that you have successfully dropped your class. Print this screen and keep it for confirmation. Click the **My Class Schedule** button to review the current class schedule.

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Annie Student

Search Plan Enroll My Academics
my class schedule add drop term information

Drop Classes 1 2 3

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

Fall 2008 | Undergraduate | Heartland Community College

Success: dropped Error: unable to drop class

Class	Message	Status
ACEM 101	Success: This class has been removed from your schedule.	✓

MY CLASS SCHEDULE

Search Plan Enroll My Academics
My Class Schedule Add Drop Term Information

go to ...

6. This allows you to verify that your new class schedule reflects the dropped class.

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Annie Student

Search Plan Enroll My Academics
my class schedule add drop term information

My Class Schedule

Select Display Option: List View Weekly Calendar View

VIEWPAY MY BILL

Fall 2008 | Undergraduate | Heartland Community College change term

You are not registered for classes in this term.

Search Plan Enroll My Academics
My Class Schedule Add Drop Term Information

go to ...

Checking Your Grades:

1. After opening your Student Center as above, select "Grades" from the drop down menu.



HEARTLAND
COMMUNITY COLLEGE

Student Center

Academics

Search
Plan
Enroll!
My Academics

other academic... >>

- Academic Planner
- Apply for Graduation
- Class Schedule
- Course History
- Degree Progress Report
- Enrollment: Add
- Enrollment: Drop
- Grades**
- Transcript: View Unofficial
- Transfer Credit: Report
- other academic...

Deadlines URL

This Week's Schedule

	Class	Schedule

weekly schedule ▶
enrollment shopping cart ▶

Account Summary

2. Then you will be prompted to select the term you wish to view grades for. On the following page you will be shown the grade you have been assigned for your various classes.

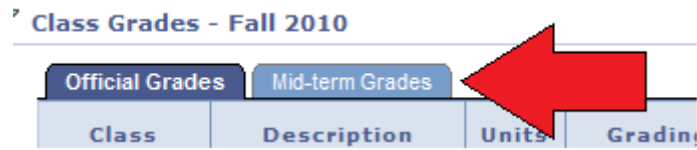
View My Grades

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Spring 2011	Undergraduate	Heartland Community College
<input checked="" type="radio"/>	Fall 2010	Undergraduate	Heartland Community College
<input type="radio"/>	Summer 2010	Undergraduate	Heartland Community College
<input type="radio"/>	Spring 2010	Undergraduate	Heartland Community College
<input type="radio"/>	Fall 2009	Undergraduate	Heartland Community College

CONTINUE

3. If you wish to view your mid-term grades, simply click on the “Mid-term Grades” tab to select that section.



Questions?

If you have any questions or experience problems, you may request assistance through the [technical support form](https://www.heartland.edu/passwordStation/support.jsp) (available at <https://www.heartland.edu/passwordStation/support.jsp>), or you may call (309) 268-8380. Assistance is available Monday through Thursday, 7 a.m. - 7:30 p.m. and Friday, 7 a.m. - 4:30

p.m. Messages may be left after hours and will be returned on the following business day.

The screenshot shows the 'myHeartland' website interface. At the top left is the 'HEARTLAND COMMUNITY COLLEGE' logo. To the right is the 'myHeartland' logo with the tagline 'Get the edge.' Below the logos is a navigation bar with links: 'Network Status', 'Password Station', 'Email', 'Web Services', 'Help & Support', and 'Logout'. The main content area is titled 'Contact Technical Support'. It contains a 'Login Manager' sidebar on the left with a 'Log In' button. The main form has three sections: 'Personal Information' with fields for First Name, Last Name, Email Address, and Phone (with a note that it's optional); 'Contact Information' with fields for Home, Primary Home, and Alternate Home, and a note about email availability; and 'Problem Information' with a 'Problem Description' text area. A 'Submit' button is at the bottom right of the form.