



## Express Registration: Step-by-Step

Hint: The Express Registration function of eCentral is designed to assist students in registering for classes. It will work best if the student already has a draft of a schedule prior to on-line registration.

**NOTE:** **Advisor approval is required to register on-line**  
**eCentral User ID and Password are required to register on-line.**

1. Go to the ECC Website: [www.eastcentral.edu](http://www.eastcentral.edu)
2. Click: “eCentral” icon
3. Click: “LOG IN”
4. Enter User ID and Password
5. Click: “SUBMIT”
6. Click: “Students”
7. Under Registration, Click: “Register for Sections”
8. Click: “Express registration”

HINT: You can register by entering the course Synonym number, or the Subject/Course/Section information. (Not both)

*When using the “Synonym” number, (the four digit number below the course number) enter the number in the “Synonym” box and continue to step 12 (\*see example). When using the entire course number, follow steps 9-12 (\*\* see example).*

9. Enter **Subject** from menu
10. Tab to **Course number**, enter course number.
11. Tab to **Section number**, type section number.
12. Tab to “Term”, use the drop-down menu, and click the appropriate semester

**Repeat steps for each class**

13. Click: “SUBMIT” and review your entries.

Hint: **YOU ARE NOT FINISHED!**  
 Be sure to complete the following steps!

14. Under Action, select “Register” for all classes.
15. Click “SUBMIT”

If you receive an error message, review your entries to be sure what you selected is correct. If you continue to receive an error message, contact your academic advisor.

### On-Line Registration Worksheet

	Synonym	Subject	Course Number	Section Number	Term
		▼			▼
		▼			▼
		▼			▼
		▼			▼
		▼			▼
		▼			▼
		▼			▼
Example 1	*2345	▼			Spring 2009 ▼
Example 2		▼	1333	01	Spring 2009 ▼

**SUBMIT**

Confirm your schedule: In eCentral  
 Click: “Main Menu”  
 Click: “Students”  
 Under Academic Profile, Click: “My class schedule”  
 Select “Term” and Click: “SUBMIT”