

Find Your Empl ID/Login

1. Go to www.nvcc.edu. Click [novaconnect](#).
2. Click [Login](#).
3. Enter your Empl ID and Password.
4. Navigate: [SA Self Service](#) > [Learner Services](#) > [Home](#) > [Learner Services](#)
5. If you need to find your Empl ID, click [Find Your ID](#). Enter your [name](#), [birthday](#), and [social security number](#) into the web form and click the [Search](#) button. If the search is successful, you will see a gray box on the right side of the window with your Empl ID and User ID.
6. Your default password is your birthday MMDDYY.

Set Your User Preferences

Setting your user preferences will improve the speed with which NovaConnect is able to retrieve your information.

1. Click [SA Self Service](#).
2. Click [Personal Portfolio](#).
3. Click [Home](#).
4. Click [Personal Portfolio](#).
5. Click [User Preferences](#) under Security Settings.
6. Choose [Northern Virginia Community College](#).
7. Choose [Career](#) (Credit, CEU, Non-Credit)
8. Enter the [4-digit term code](#). If you don't know the term code, click on the magnifying glass.
9. Enter the [Aid Year](#). If you don't know which aid year to use, click on the magnifying glass.



View Financial Aid Award

1. Login.
2. Click [SA Self Service](#).
3. Click [Learner Services](#).
4. Click [Home](#).
5. Click [Learner Services](#) again.
6. Click [Finances](#).
7. Click [View My Financial Aid](#).
8. Choose a Financial Aid Year.



[Finances](#)
View your account, make a payment, and apply for financial aid.

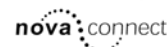
Select Classes

1. Login.
2. Click [SA SelfService](#).
3. Click [Learner Services](#).
4. Click [Home](#).
5. Click [Learner Services](#) again.
6. Click [Course Catalog and Schedule](#).
7. Click [View Schedule of Classes](#).
8. Choose [name of your institution](#) from drop-down list.
9. Enter the [Term code](#) into the Term box.
10. Click either [Basic](#) or [Advanced Search](#).
11. Enter the [Subject Area code](#).



[Course Catalog and Schedule](#)
View course catalog information and look for specific class sections.

[View Course Catalog](#)
[View Schedule of Classes](#)



12. Choose a [Campus](#) or [Location](#). (For ELI courses, select Extended Learning Institute under Location.)
13. Click [Search](#).

Enroll in a Class

1. Login.
2. Click [SA Self Service](#).
3. Click [Learner Services](#).
4. Click [Home](#).
5. Click [Learner Services](#) again.
6. Click [Academics](#).
7. Click [Enroll in a Class](#).
8. Click [Add Classes](#) at the bottom of the window.
9. [Enter the Class Numbers](#) into the web form. (Click on the magnifying glass if you do not know the 5-digit code.)
10. When you finish adding classes, click [Submit](#).
11. The next window displays a list of courses you added; you should see "success" in the Add Status column.

Academics



[Enrollment](#)
Enroll in classes, view your class and exam schedule.

[View Enrollment Appointment](#)
[Enroll in a Class](#)
[View My Class Schedule](#)
[View My Weekly Schedule](#)
[View My Exam Schedule](#)

View Schedule

1. Login.
2. Click [SA Self Service](#).
3. Click [Learner Services](#).
4. Click [Home](#).
5. Click [Learner Services](#) again.
6. Click [Academics](#).
7. Click [View My Class Schedule](#).
8. If you have not set User Preferences, choose a [term](#).

Academics



[Enrollment](#)
Enroll in classes, view your class and exam schedule.

[View Enrollment Appointment](#)
[Enroll in a Class](#)
[View My Class Schedule](#)
[View My Weekly Schedule](#)
[View My Exam Schedule](#)

Make A Payment

1. Login.
2. Click [SA Self Service](#).
3. Click [Learner Services](#).
4. Click [Home](#).
5. Click [Learner Services](#) again.
6. Click [Finances](#).
7. Click [Make A Payment](#).
8. Use the web form to enter your payment information.



[Finances](#)
View your account, make a payment, and apply for financial aid.

Sign Out

1. Click [Sign Out](#) in the upper right corner of the window to end your session to ensure the security and privacy of your account information.