



## Student Information System Easy Steps to Web Registration

### Find Your EMPLID/Login

1. Go to [www.nvcc.edu](http://www.nvcc.edu). Click **NovaConnect**.
2. Click **Login**.
3. Enter your EMPLID and Password.

If you need to find your EMPLID, 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 EMPLID and User ID.

Your default password is your birthday **MMDDYY**. Navigate: **SA Self Service > Learner Services > Home > Learner Services**.

### Set Your User Preferences

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

Click **SA Self Service**.

Click **Personal Portfolio**.

Click **Home**.

Click **Personal Portfolio**.

Click **User Preferences** under Security Settings.

Choose **Northern Virginia Community College**.

Choose **Career** (Credit, CEU, Non-Credit)

Enter the **4-digit term code**. If you don't know the term code, click on the magnifying glass.

Enter the **Aid Year**. If you don't know which aid year to use, click on the magnifying glass.

### View Financial Aid Award

Login.

Click **SA Self Service**.

Click **Learner Services**.

Click **Home**.

Click **Learner Services** again.

Click **Finances**.

Click **View My Financial Aid**.

Choose a Financial Aid Year.

### Select Classes

1. Login.
2. Click **SA Self Service**.
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**.

Choose a **Campus** or **Location**. (For ELI courses, select Extended Learning Institute under Location.) 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.

### View Schedule

1. Login.
2. Click **SA Self Service**.
3. Click **Learner Services**.
4. Click **Home**.
5. Click **Learner Services** again.

Click **Academics**.

Click **View My Class Schedule**.

If you have not set User Preferences, choose a **term**.

### Make A Payment

Login.

Click **SA Self Service**.

Click **Learner Services**.

Click **Home**.

Click **Learner Services** again.

Click **Finances**.

Click **Make A Payment**.

Use the web form to enter your payment information.

### 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.