nova • connect
Version 8.9

www.nvcc.edu

Student Information System
Easy Steps to Web Registration

Find Your Username
1. Go to **www.nvcc.edu**.
2. Click **NovaConnect**.
3. Click **Log Into NovaConnect** and then you may have to click **Log Into NovaConnect** again.
4. Click **I Cannot Access My Account** and choose **What is my Username**.
5. Click **Look Up Your Username Here**.
6. Enter your name, 6-digit birth date (MMDDYY), and either your EMPLID or social security number.
7. Click the **Search** button.
8. For problems, call the **IT Help Desk** at **703–426–4141**.

Find or Reset Your Password
1. Go to **www.nvcc.edu**.
2. Click **NovaConnect**.
3. Click **Log Into NovaConnect** and then you may have to click **Log Into NovaConnect** again.
4. Click **Set Your Password**.
5. Enter your name, 6-digit birth date (MMDDYY), and social security number.
6. Click the **Search** button.
7. If prompted, answer the security question.
8. Enter a new password and security question (select one of the Standard Security Questions provided); then click **Next**.
9. For problems, call the IT Help Desk at 703-426-4141.

Sign in to NovaConnect
1. Go to **www.nvcc.edu**.
2. Click **NovaConnect**.
3. Click **Log Into NovaConnect** and then you may have to click **Log Into NovaConnect** again.
4. Enter your Username and Password.
5. Click **Log In**.

Set Your User Preferences
Setting your user preferences will improve the speed with which NovaConnect is able to retrieve your information.
1. Click **Self Service**.
2. Click **Student Center**. Scroll down to **Personal Information**.
3. Click **User Preferences**.
4. Choose **Northern Virginia Community College**.
5. Choose your **Career** (Credit, CEU, Non-Credit).
6. Enter the 4-digit **Term Code**. If you don't know the term code, click the magnifying glass.
7. Enter the **Aid Year**. If you don't know which aid year to use, click the magnifying glass.

View Financial Aid Award
1. Log In.
2. Click **Self Service**.
3. Click **Student Center** and scroll down to **Finances**.
4. Click **View Financial Aid**.
5. Choose a **Financial Aid Year**.

Search Classes
1. Log In.
2. Click **Self Service**.
3. Click **Student Center**.
4. Click the **Search for Classes** button.
5. Choose **Northern Virginia Community College**.
6. Enter the **Term Code** into the term box.
7. Click **Go**.
8. Enter at least two search criteria (Course Subject and Course Number).
9. Click **Search** or click **Additional Search Criteria**.
10. If a box appears with a message, click **OK**.

Enroll in a Class
1. Log In.
2. Click **Self Service**.
3. Click **Student Center**. In the Academics section, click **Add a Class**.
4. If applicable, choose the correct term.
5. Enter the **5-digit course number** for each course that you would like to add. If you do not know the 5-digit course number, use **Class Search** to find it.
6. When you finish adding classes, click **Enter**.
7. Click **Enter** again.
8. Click **Proceed** to advance to Step 2 and confirm your classes.
9. Click **Finish Enrolling** to complete the process.
10. If there is a problem with adding a class, you will see an error message indicating what is wrong.

Drop a Class
1. Log In.
2. Click **Self Service**.
3. Click **Student Center**. In the Academics section, click **Drop a Class**.
4. Select course(s) to be dropped.
5. Click **Drop Selected Classes**.
6. Click **Finish Dropping**.
7. Verify your schedule.

View Schedule
1. Log In.
2. Click **Self Service**.
3. Click **Student Center**.
4. Under Academics, click **My Class Schedule**. (If you have not set User Preferences, choose a Term).

Make a Payment
1. Log In.
2. Click **Self Service**.
3. Click **Student Center** and scroll down to the **Finances** section.
4. Click **Make A Payment**.
5. Click **Account Inquiry** for more details.

Add & Access Favorites
1. Log In.
2. Click **Self Service**.
3. Select the process you want to perform (i.e., Click Student Center).
4. Click **Add to Favorites** on tab at top right.
5. Click **OK**.
6. Click **My Favorites** to access your favorite pages.
7. Click choice from the list.

Sign Out
Click **Sign Out** in the upper right corner of the window to end your session and to ensure the security and privacy of your account information.