

NOVAConnect – Easy Steps to Web Registration



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.