

myCommNet Quick Reference Guide

<http://my.commnet.edu>

Log in

1. Enter NetID and Password
2. Click on **Student tab**
3. In Student self-service channel (box) click on "**Click here to access your student/academic records**"
4. Select - Northwestern CT Community College

You are now at the Main Menu. This is the starting point for all of the instructions listed below.

To Register

1. Click - Registration & Payment - from the Main Menu
2. Click – Register (Add/Drop classes)
 - o Enter CRN's in boxes provided - click submit
3. Make Payment
 - o Click "Initiate Payment Step 2"
 - o Fill in the Credit Card Information and payment amount

To Drop a class(es)

1. Click - Registration & Payment- from the Main Menu
2. Click – Register (Add/Drop classes)
3. Find the class you want to drop
4. In the box under "Action" select Drop/Delete Web
5. Click – Submit Changes

NOTE: Payment is required at the time of registration. If payment is not made, you will be dropped from your class(es).

To Get Grades

1. Click – Student Records- from the Main Menu
2. Click – Final Grades
3. Select a Term – submit
4. Final grades will display – can be printed

To Get an Unofficial Transcript

1. Click – Student Records- from the Main Menu
2. Click Academic Transcripts
3. Select Transcript Level – submit
4. Unofficial Transcript will display – can print.

To Get an Enrollment Certificate

1. Click – Student Records- from the Main Menu
2. Click – Request for Enrollment Verification
3. Click – NSC Self-Service
4. Click – Obtain an Enrollment Certificate
5. Enrollment Certificate will display – can print.
6. Click – Logoff. This will log you off the National Student Clearinghouse.

To View a Schedule of Classes - <http://my.commnet.edu>

1. Under Public Resources (right side of screen) click Search for Courses
2. Search by term (select the semester), by college (select Northwestern), and by level (select credit). Leave other fields as they default.
3. Click "Get Courses"