This document covers the following topics:

Getting Started
Class Schedule
Login to E-Web
Enter a Security Question
Student Services / Personal Information (overview)
Entering Your Email Address
Entering Your Emergency Contact Information
Registration
Add / Drop Classes
Class Search within Registration
Registration Status
Student Records
Advisor Information
Exiting E-Web

Getting Started:

Go to Eastern CT State University’s homepage http://www.easternct.edu and click Online Services or go directly to http://eweb.easternct.edu/.
Class Schedule:

Click Class Schedule to search course offerings and open seats by term. Select the Term and Click Submit.

1. You may choose any combination of fields to narrow your search.
2. Select up to three Subjects (hold down the Ctrl key and click your selections) or enter one 3-character Subject Code (optional).
3. Enter Course Number (optional). To Search for all 100 level courses enter 1%, for 200 level enter 2%, etc.
4. Select a Part of Term, Instructor, and/or GER. (optional)
5. Enter the Start Time to search for courses that begin at or after the time entered. (Optional)
6. Enter the End Time to selected courses that end at or before the time entered. (Optional)
7. Select the Days the class meets (optional)
8. Click Class Search.

Sample Results:
Login:

You have been assigned an 8-digit Eastern ID. Your PIN is initially set to your date of birth in the format mmddyy. For example, if your date of birth is January 4, 1962, your PIN is 010462. The first time you login, you will be prompted to change your PIN. Your new PIN must be six numeric digits.

If you need assistance, please call the Help Desk at 860-465-4346.

Enter a Security Question

You will be prompted to enter a security question. If you forget your PIN, this will enable you to reset your PIN and gain access to your information.
Student Services and Personal Information:

After logging into the secured area of E-Web, you will be presented with two areas of service. Student Services and Personal Information. To enter, click Personal Information or Student Services.

- Personal Information includes viewing the address the university has on file for you. If the address is incorrect, please contact the Registrar’s Office.
- You can enter the name, address, and phone number of the person who should be contacted in case of emergency. It is the student’s responsibility to insure that their emergency contact information is up-to-date.
- You may also enter your e-mail address. We encourage students to maintain up to date e-mail information so that it will be available to instructors on class rosters and other reports.
Personal Information

Update E-Mail Address(es)

We are requesting students enter their e-mail address(es) and maintain as necessary. Under Personal Information, click Update E-mail Address(es).

- Select the Type of E-mail address you will be entering from the drop down list.
- Click Submit.

- Type your e-mail address.
- Check the preferred e-mail box. If entering multiple addresses, you will only select one as your preferred.
- Click ‘Submit’.
- To return to the menu, click the Personal Information link at the top of the page.
Entering Emergency Contact Information:

It is the student’s responsibility to maintain up-to-date emergency contact information. From the Personal Information menu, click Emergency Contacts (View/Update).

Click New Contact.

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Address and Phone</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New Contact</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Choose the relationship of the contact to yourself from the drop down list. Enter all of the information and click Submit Changes.

Example of multiple contacts for one person:

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Address and Phone</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mary Brown</td>
<td>123 Penny Lane</td>
<td>Mother</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Somewhereville, CT</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mary Brown</td>
<td>ABC Corporation - WORK</td>
<td>Mother</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nowhere, CT 12321</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>860 555 ext 4321</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>New Contact</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Student Services

Registration

Add or Drop Classes:

During the Fall and Spring terms, full-time undergraduate students will be prompted for their Registration Access Code. This code is obtained from your advisor. The advisor will give you a Registration Information Card with your Registration Appointment Date and Registration Access Code. Enter the code and click Submit. You will only need to enter this code once per term.
After entering your Registration Access Code, the Add and Drop Worksheet is opened.

If you have already registered for the term, your class schedule will appear in the Current Schedule section below. Note this section also displays cancelled classes and previously dropped classes. See the Status column. If you wish to re-register for a class you previously dropped you must first process a web drop, see drop instructions below, and then re-register for the course, see add instructions below.

**To add a class** enter the Course Reference Number (CRN) in the Add Class table. Note, section overload approvals, instructor signature required approvals and course repeats (including previously withdrawn courses) require an in-person add transaction at the Registrar's Office.

**To Drop a class** use the options available in the Action field. If no options are listed in the Action field then the class may not be dropped.

**To Complete Registration** click Submit Changes. When you submit changes any applicable adjustments to your term bill will occur. Please make payments as appropriate. Failure to meet financial obligations could result in being dropped from your courses.

Warning, when you submit changes pre-requisite checking occurs for added and previously registered courses. If you no longer meet the pre-requisite for a previously registered course, the course will be dropped. To re-register without having fulfilled the pre-requisite requirements, you must have the instructor’s written permission and re-register in person at the Registrar’s Office.

If you are unsure of which classes to add, click Class Search to review the class schedule. Note, this search function operates differently than the class schedule found on the E. Web: Eastern Online Service home page.

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**Current Schedule**

<table>
<thead>
<tr>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crs</th>
<th>Sec</th>
<th>Level</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Web Drop</strong></td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Billing Hours:** 3.00  
**Maximum Hours:** 14.00  
**Date:** Mar 24, 2003 09:49 am

To add a course, type the CRN (Course Reference Number) for each course you want to add or click the Class Search button to search for a course to add.

To drop a course, select **Web Drop** from the drop down menu.

Click Submit Changes button. To make payment, click ‘Registration Fee Assessment’ link at the bottom of the page.

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**Registration Errors**

If there are errors with your registration, you will receive Registration Errors. Possible errors include, but are not limited to:

- Closed Section
- Time Conflict
- Pre-Requisite or Test Score not met
- Co-Requisite Needed
- Duplicate CRN
- Level Restriction (example: Undergraduate student attempting to register for a Graduate Level course)
- Maximum Hours Exceeded (example: Part time student attempting to register for more than 11.99 credits)
- CRN does not exist
Class Search within Registration:

Use the selection options to search for the selected term's class schedule. You may choose any combination of fields to narrow your search, but you must select at least one subject. Choose Class Search when your selection is complete.

Subject:  
- A+ Certificate Courses - Non Credit
- Accounting
- Anthropology

Subject Code:  
Course Number:  
(Open/Closed):  
- Open
- Closed
- Both

Title:  

Part of Term:  
- All
- Full Term
- First 6-Week Session

Instructor:  
- All
- Adams

GER:  
- All
- GER IA Inquiry and Analysis
- GER IIB Aesthetic Awareness

Start Time:  
End Time:  

Days:  
- Mon
- Tue
- Wed
- Thu
- Fri
- Sat
- Sun

Class Search

Sample Results:

The select column displays "Open", "Closed" or a Check Box depending on seat availability and registration eligibility.

- If a Check Box is displayed, you are currently eligible to register and open seats are available. Click the Check Box on the desired course(s) and then click the "Register" button or "Add to Worksheet" button at the bottom of the page to register.
- If "Open" displays, it indicates that seats are still available. If you are currently eligible to register and "Open" displays, you are already registered for the corresponding class.
- If "Closed" displays, all seats are currently taken.
Registration Status:

- Your registration appointment period begins on 04-MAR-2003
- Your advisor for the above term is Jinhu Liu
- You have Holds which will prevent registration.
- Your Academic Standing permits registration.
- Your Student Status permits registration.

Your Class for registration purposes is Senior.

<table>
<thead>
<tr>
<th>Earned Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
</tr>
</tbody>
</table>

Curriculum Information

- Level: Undergraduate
- College: School of Arts and Sciences
- Degree: Bachelor of Science
- Major: Computer Science

Registration Status lists the date you are eligible to register for the selected term, your advisor, registration hold alert, academic standing, student status, and degree/major information.

If you have holds which prevent registration, click the View Holds link at the bottom of the page for more information. (Sample Hold below).

Sample Hold:

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>From Date</th>
<th>To Date</th>
<th>Amount Reason</th>
<th>Originator</th>
<th>Processes Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>See Bursar</td>
<td>Nov 00, 2001 Dec 31, 2009</td>
<td>Current Term Unpaid Balance</td>
<td>Registration Transcripts Graduation Accounts Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delinquent Balance</td>
<td>Jan 00, 2002 Dec 31, 2009</td>
<td>Registration Transcripts Graduation Accounts Receivable</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Records

- View Holds
- Midterm Grades
- Final Grades
- Academic Transcript
- Course Catalog
- Student Information
- Advisor Information
Advisor Information

<table>
<thead>
<tr>
<th>Primary Advisor:</th>
<th>A. Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Name of Department</td>
</tr>
<tr>
<td>Building and Room:</td>
<td>Building, Room Number</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>860 465-5000</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:advisora@easternc.edu">advisora@easternc.edu</a></td>
</tr>
</tbody>
</table>

Click Advisor Information for your Primary Advisor’s information including Name, Department, Building & Room Number, Phone Number, and Email address.

Logout: Exiting Web for Student

Thank you for using EWEB - Eastern’s Online Services.

If you are finished, PLEASE CLOSE your browser to protect your privacy or click here to close this window!

Return to Homepage

It is very important to remember to exit and close your browser. Click EXIT in the upper right corner of your screen.