How to Register for a KCELT Course on EagleNet

www.kirkwood.edu/eaglenet

1. Log into EagleNet with your k number and password.
2. Click on EagleNet for Employees (or for Faculty).
3. Click on Search and Register for KCELT classes (underneath Continuing Education Registration heading).
4. In the Course Code Number field, enter the Section Number of the date and time that works for you. (If you don’t know the section number, you can also click in the Search For text box and search for a key word or words that would be in the title of the class.) Click Submit.

5. Select the course and click Submit:

6. Under Choose one of the following: select Register Now (check out) or Search for more classes from the dropdown and click Submit.

7. After checking out, a confirmation page displays – that your registration was successful.
8. To view your registration class schedule or confirm your registration at a later date, return to the Student Menu and under Academic Profile, click on My class schedule.
9. Select the appropriate KCELT term from the dropdown and then click Submit to view your schedule.

Need to Drop a KCELT Course?

Email kcelt@kirkwood.edu and include your k number and section name (i.e. CURINAS-ELRNGBO-APEM1) as well as the date of the course you would like to drop OR call Jodie Stoessel (Ext 7613).