

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**.

Current Students Register and Search

You may enter as many search criteria as you wish, but you will see only classes that match your search using the **Topic Code** field.

Search For (Key Word)

Course Code Number

Subject of Interest

Location

Instructor's Last Name

5. Select the course and click **Submit**:

Select	Course Name and Title	Meeting Information	Location	Start Date	End Date	Faculty	CEUs	Capacity / Available Seats
<input checked="" type="checkbox"/>	CURINAS-ELRNGBO-APEM1 (0133533) Angel Basics Online	10/05/2009-10/05/2009 Internet Monday 03:00PM - 03:50PM, Room to be Announced		10/05/09	10/05/09	A. Peterka E. McWorthy	0.00	18 / 18

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

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location	Remove
0.00	CURINAS-ELRNGBO-APEM1 (0133533) Angel Basics Online	10/05/2009-10/05/2009 Internet Monday 03:00PM - 03:50PM, Room to be Announced	10/05/09	10/05/09	A. Peterka E. McWorthy		0.00		<input type="button" value="X"/>

Total Amount Due 0.00

Choose one of the following: *

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)**.