

EagleNet

# Kirkwood

Registration Help Session

Start Here.  
Go Anywhere!

[www.kirkwood.edu](http://www.kirkwood.edu)



# Registration by EagleNet



# Find my "k" number

- You received your "k" number when you applied and were accepted.
- It is a lower case "k" followed by seven numbers (for example: k0000000)



## I don't know my "k" number?

- Go to the Information Desk and present a photo ID.
- Go to [www.kirkwood.edu/eaglenet](http://www.kirkwood.edu/eaglenet) and select "k" number information.



# Setting up your EagleNet password

- Go to [www.kirkwood.edu/eaglenet](http://www.kirkwood.edu/eaglenet) and select EagleNet for students.
- Select **Establish My Password** (under User Account).



# Forgot Your Password

- Go to [www.kirkwood.edu/eaglenet](http://www.kirkwood.edu/eaglenet) and select EagleNet for students.
- Select **Forgot My Password** (under User Account).



# Registration Information

- Go to [www.kirkwood.edu/eaglenet](http://www.kirkwood.edu/eaglenet). Click on Log In (upper right corner) and log in using your “k” number.
- Click on EagleNet for Students and select **Search/Register for Sections** (left side under Registration)



# Searching for Sections

- To find all offerings of a course or class: Fill in the Term and Subject fields. Select location and click submit.



## Preferred Sections

- After the courses are selected & submitted, they are added to your **Preferred Sections** list.
- You must still register for the courses in this list.
- When it is time for you to register simply select RG-Register from the Action drop-down list and click submit.



## Registration

- Remember many classes may already be full by the time you are eligible to register or may be being held for one of our programs. This does not mean you won't get in, they just may not be available that day. Please keep trying to register.
- Something to remember is that several hundred students are trying for the same classes you are. Students add & drop classes every hour throughout the registration time period. If you are persistent you will be successful in getting the courses you want.



# Registration Information

## Registration questions?

- For Phone-In registration (319) 398-5412  
or  
(800) 332-2055 and ask for extension 5412
- You may also go to Information Desk



## Verify your Registration

- To insure your registration, click on **Students Menu** at the top of the page. Under **Academic Profile**, click on **My Class Schedule**. Select Term and click submit.



# Drop a class

- Log in to EagleNet for Students. Click on **Register and Drop Sections** (under Registration).
- Check the **"Drop"** box next to the class you wish to remove from your schedule.

**Or to drop classes by phone, call (319) 398-5412  
or  
(800) 332-2055 and ask for extension 5412**