Directions for Using the IRIS Web Registration, Payment System, and Grades View

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To Add a Class:

1. Log in to myHeartland at https://my.heartland.edu.

2. Click on the IRIS tab and then the IRIS icon
3. The **Student Center** allows you to view up-to-date information, including current class schedule, tuition information, current address and phone number, advisor contact information and any holds on your account. Select the **Enroll** link near the top on the left side under “Your Student Center.”

![Student Center Image](image1.png)

4. Select the **Term and Career** that is desired then click the **Continue** button.

   For credit classes, be sure to choose “**Undergraduate**” as the career. Non-credit classes (Community Education) are under the Continuing Education career.

![Term and Career Image](image2.png)
5. Enter the 4-digit class number in the field where it says, “Add to Cart.” Then click the Enter button.

6. Information will be displayed relevant to that class. Click the Next button to continue and add this class to the shopping cart.
7. A message is displayed that the class has been added to the shopping cart.  

   You are NOT yet enrolled in this class!

8. If you wish to enroll in additional classes, continue by adding the 4-digit class number as completed in the previous steps (6-8).

9. Once you have added all of your desired classes to the shopping cart, click on the Proceed to Step 2 of 3 button to continue with the enrollment process.
10. You are almost finished. This page confirms that the desired classes are in the shopping cart. If you wish to enroll in these classes, click the *Finish Enrolling* button to allow the system to process the request. If you wish to make a change, click on the *Previous* button. Choose *Cancel* to cancel the request.

11. The next screen after clicking the *Finish Enrolling* button will display each of the selected classes and if the students’ enrollment was successful. Note the status column on the far right of the page. It will display either a green check mark for success or a red X for an error message. A message will also be displayed on this screen to provide additional information.
12. At this point, the student may choose to click the button to “Add Another Class,” “View/Pay My Bill” or view “My Class Schedule.”

**View/Pay My Bill** will allow the student to see the amount of tuition due, the due date and to link to the installment payment plan, available for online payment.

**View My Schedule** will allow the student to view and print the class schedule with details.

**Add Another Class** will allow the student to make additional selections using the steps previously mentioned.
To Drop a Class:

1. From the **Student Center**, click on **Enroll**. (See steps 1-4 under adding a class to see the Student Center.) You should see the screen below. Select the **Term** and choose the **Continue** button.

   ![Student Center Screen](image1.png)

2. Click on the tab at the top labeled “**drop**.”

   ![Drop Tab](image2.png)
3. Select the checkbox next to each class to be dropped. Choose the *Drop Selected Classes* button. Note: Be careful – the drop hasn’t been processed yet. This screen is confirming that this is the class that is to be dropped.

4. Click on the *Finish Dropping* button.

5. The *View Results* page confirms that you have successfully dropped your class. Print this screen and keep it for confirmation. Click the *My Class Schedule* button to review the current class schedule.
6. This allows you to verify that your new class schedule reflects the dropped class.
Checking Your Grades:

1. After opening your Student Center as above, select “Grades” from the drop down menu.

2. Then you will be prompted to select the term you wish to view grades for. On the following page you will be shown the grade you have been assigned for your various classes.

View My Grades
3. If you wish to view your mid-term grades, simply click on the “Mid-term Grades” tab to select that section.

<table>
<thead>
<tr>
<th>Class Grades - Fall 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Official Grades</strong></td>
</tr>
<tr>
<td>Class</td>
</tr>
</tbody>
</table>

[Image of a table showing class grades with an arrow pointing to the “Mid-term Grades” tab]
Questions?

If you have any questions or experience problems, you may request assistance through the IT Helpdesk (available at helpdesk@heartland.edu), or you may call (309) 268-8380. Assistance is available Monday through Thursday, 7 a.m. - 7:30 p.m. and Friday, 7 a.m. - 4:30 p.m. Emails sent after hours and will be returned on the following business day.