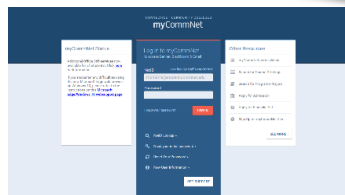



How to Log into MyCommnet & Register

*** Please make sure to visit the
Payments office (N216) within 48 hours
of completing registration, or your classes
may be dropped for non-payment***




1. Log into **CommNet** (<http://my.commnet.edu>) using your **NetID** (8-digit number with the *@student.commnet.edu* extension) and password
 - a. **Example: 01234567@student.commnet.edu**
2. First time login password is the first 3 letters of your birth month, the first letter capitalized, the ampersand symbol (“&” is shift 7) and the last 4 digits of your social security number
 - a. **(Example: Jan&1234)**
3. Click the **Banner Student & Faculty Self-Service** link on the right of the screen, or the graduation cap  on the top right of the page.
4. If applied, students should check their Financial Aid status by clicking the **Financial Aid** tab. Then click the box titled **Award Package** and proceed to click **Award Overview**
5. Click the **Registration/Schedule** tab
6. Click the box titled **Class Registration**
7. Select the **Term** you would like to register for
 - a. **(Example: Fall 2017)**
8. Scroll to the bottom and type in your Class Registration Numbers (CRN: 4 digit code specific to each class section/day/time/professor) each into a separate box
 - a. If you need to search for your CRNs, do so by clicking the **Class Search** button and searching by subject and section.
 - b. Then check the box on the left of the class you would like
 - c. Click the **Add To Worksheet** button
9. Click **Submit Changes** to complete registration.

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