Using the IITT Course Cart: Log In and First-Time Registration Process

1. From the IITT Course Cart log-in page, http://www.commnet.edu/academics/iitt/coursecart.asp, click the link to the Course Cart.

2. A log-in pop-up dialog box will display; enter your FULL NetID User name and Password (exactly the same as you use to log into myCommNet), then click OK to log-in. (Note: This dialog box just indicates that you’re connecting to our system web-server, www.commnet.edu.)

3. Note! The first time you use the IITT Course Cart, you must create a User Profile before you can register for any classes. To do this, click the My Profile link at the top of the blue navigation bar on the left side of the window. You must fill in ALL of the fields on the Create Your Profile form and then click the Create Profile button. This process enables you to specify your preferred e-mail address (the one you check most often), to which all emailed registration confirmations, reminders, and other communications will be sent.

4. Once your User Profile has been created, click the Available Classes link in the blue navigation bar.

5. All current training opportunities (the Available Classes list) will display. Only the titles of classes that have current training sections scheduled will appear (i.e. they have an End Date equal to or later than “today’s date”).

6. Click a class title link to see the current sections scheduled for that course.

7. The course title and description will display, followed by a list of Available Sections for that course. Select the register link for the section in which you wish to reserve a seat.

   a. Note: Classes that are postponed, cancelled, or full will display a note to this effect in the Section Status field.

   b. Note: Any restrictions, pre-requisites, or special information about the section will appear as a short red line of text below the section. You are not prevented from registering into sections that specify restrictions, but please don’t register unless you meet the criteria specified for the target audience.

8. Click the title of the course you wanted, and once again click the register link for the class section you wanted. Your registration will be confirmed by an automatic email from the IITT Course Cart.

9. You can always update your profile by clicking the My Profile link in the navigation bar and updating the fields there.

10. Click My Schedule in the navigation bar to see what classes you have registered into, or to unenroll from classes.

Need more help? Click the Faculty & Staff FAQ link on the IITT Course Cart Navigation bar.

Questions/suggestions: Contact Tobi Krutt at the System Office, tkrutt@commnet.edu. Updated 8/5/08