

Student Guide to Online Registration via IQ Web

Registering in IQ Web is a lot like shopping online. Once you log in, you need to pick the courses you want to add to your shopping cart. After choosing all of your courses, you will need to “check out”. You do this by submitting the courses you have chosen to your advisor for approval. The following steps will walk you through the whole process. If you have any questions, please stop by the Enrollment Services Center in Main 154. You could also call us at (202) 884-9530 or by e-mail at enrollmentservices@trinitydc.edu

1. First you need to log in to IQ Web. You can do this by clicking on the following link: <http://www.trinitydc.edu/iqweb>. Another way to get to IQ Web is from [Trinity's home page](#). From there, click on the *For Current Students* link at the top of the page. Then click on *Login to IQ Web*. Now you can use your IQ Web credentials to log in.

If you have not received your IQ Web credentials or need your password reset, please contact the Technology Services helpdesk at 202.884.9811 or visit them online at <http://www.trinitydc.edu/techservices/> to submit a Service Request Form.

2. Once you've logged in to IQ Web, you need to pick the courses you plan to take for next semester. To do this, click on the **Find Course Sections** under the *Course Information* header (located on the left side column). Use the search fields to look for your courses. For the best results enter the course code (I.E. BADM 243) and click on the search button.
3. Once you have found the course you wish to select you may place the course in your “shopping cart” by clicking on *add to cart* to the right of the course selection.

After adding the selected course to your cart, a confirmation screen will pop-up allowing you to see what is currently located in your shopping cart. When you are finished reviewing the contents, select the **Close This Window** link. Repeat Step 3 until you have added all of the courses for which you want to register.

You have not yet finished registering. Please continue to the next step.

4. **Now it's time for you to “check out”. You must submit the courses in your shopping cart for advisor approval to conclude your registration. You are not officially registered until your courses are approved by your advisor.** To complete the registration process, select **Online Registration** under the *Course Information* header located on the left side column to open the Online Registration page. Continue on to the correct year/term by clicking the **go** button. To complete the registration process check the checkbox next to the courses in your shopping cart and click on *submit for approval*.

Once you submit courses for approval your academic advisor will be notified via email that you have courses awaiting review. If your academic advisor approves your courses you will then be registered for the class. You can check back in IQ Web to view your schedule once approved.