

WELCOME to jWeb!

Your Online Connection to Jackson State Community College

Activate your NetLogon Account

1. Go to the JSCC homepage at www.jsc.edu
2. To set-up your jWeb account, select “Plug in to jWeb”
3. Near the bottom of this page, select the “NetLogon Tools” option
4. Carefully read the instructions. Complete all required fields and choose “SUBMIT”
(Your campus ID# is included in the communication letters received from the Admissions Office)
5. Your JSCC **NetLogon** and **email address** information are displayed near the top of the next page.
(If it is not, please allow more time and repeat these steps before contacting the **Office of Information Technology (OIT)** at (731) 424-3520 ext. 50294 or **Admissions Services** (731) 425-8844 for help.)
6. Next, complete your Security Information (This is a question and answer that you create)
7. Finally, create your account password and select “SUBMIT”
(It can take **1-2 minutes** for the changes to take effect.)



Make note of this information. **You will refer to this information frequently!**

Plug into jWeb



Now you're ready to access you jWeb account!

Go back to the JSCC homepage and select “Plug in to jWeb”. Enter your new NetLogon ID # and password. Once you logon to jWeb you will be able to:

- Access student email and college announcements *(This is how the college communicates with you.)*
- Register for (**or**) Drop courses (**See the reverse side of this page for instructions**)
- **Confirm Registration** (if you are receiving financial aid), **Make Tuition Payments**, Verify Your Refund status, and other options related to Financial Aid and Business Services.
- Check your final grades, request your transcript &
- Access online courses ...
 - [eLearn & TN eCampus](#)
 - [Library Databases](#)
 - [Tutoring services](#)



How do I register for classes?



- 1) Log into your jWeb account
- 2) Select the **Student Welcome, One-Stop** or **Banner** tabs until you see the “Banner Self-Service” or “Self-Service” folder option:
- 3) After selecting Banner Self-Service, choose “Student”, then “Registration”, after this “Plan or Change Your Schedule” and select the term and choose “Submit”.
- 4) You may encounter an information disclaimer at this point. If so, carefully read the information before selecting the “Accept” option.
- 5) If you know the CRN for the class or classes you wish to register, enter the five digit number into one of the boxes near the bottom of the page and choose the “Submit Changes” button.

A screenshot of the jWeb registration interface. It shows a section titled "CRNs" with a row of ten empty input boxes. Below the boxes are three buttons: "Submit Changes", "Class Search", and "Reset".

- 6) If you don't know the CRN(s), you can search by two methods.
 - Class schedule available on our website <http://www.iscc.edu/class-schedule/>.
 - “Class Search” option (button is next to the “Submit Changes” button).
- 7) Choose the subject and select “Class Search”.
- 8) Select the box to the left of the course and section for which you want to register (a check will appear in the box) and choose the “Register” option located near the bottom of the screen.
- 9) Repeat the class search and selection process until you are satisfied with your schedule.
- 10) To see the tuition & fees for your selected classes, select the “Registration Fee Assessment” option at the bottom of the page.
- 11) To view your schedule, go back to the “Student” tab, choose “Registration” and then “Student Detail Schedule”.

Note: If an error message appears after attempting to register for any classes, **carefully** read the error message and follow the instructions.

How do I drop a class(es) or withdraw?

- 1) Follow above steps 1 thru 3.
- 2) After submitted the registration term, scroll down until you see the courses for which you are registered.
- 3) Change the “Action” to the right of each class you desire to drop to “Web Drop” or “Withdraw” (after the beginning of the semester).

A screenshot of a table titled "Current Schedule". The table has two columns: "Status" and "Action". The first row shows "**Web Registered**" under Status and "Web Drop" under Action.

- 4) Click in a white area of the page to prevent changes to your selection when scrolling down to choose the “Submit Changes” button.

Note: Some holds prevent dropping/withdrawing from classes. Contact the **appropriate office** if holds exist.

Important Contact Information

Registration	(731) 425-9560
Records Office	(731) 425-2654
Admissions Office	(731) 425-8844
Financial Aid	(731) 425-2605
Business Office	(731) 425-2603

Off-Campus Centers

Humboldt Center	(731) 784-7226
Lexington Center	(731) 968-5722
Savannah Center	(731) 925-5722

Dual Enrollment: (731) 425-2601