

# EMMANUEL COLLEGE

## ACCESSING YOUR STUDENT INFORMATION IN THE COLLEGE'S REGISTRATION INFORMATION SYSTEM (CRIS)

Below are instructions on how to access your student information in Emmanuel College's Registration Information System (CRIS). This will assist you in completing the registration process.

First, access the Emmanuel College Registration System at <https://cris.ec.edu/login/>. (The following screen will appear).

**Returning Students:** Log into the “**Returning CRIS Account Access.**” (Figure 1) When logging in, enter your Account access name (Example: s.jmdoe) and your account password; adding the domain (@ec.edu) is unnecessary. If you do not have an active account, you will need to complete the “New CRIS Account Access Form” to gain access.

**New Incoming Students:** Complete the New CRIS Account Access Form to gain access. Please ensure that all information you enter is accurate and up to date.

If you are having difficulty accessing the system due to an incorrect First Name, Last Name, Social Security Number, or Date of Birth, please contact Ms. Cathy Bell of the Registrar's Office at (706) 245-2818.

Once logged into the CRIS System, the following screen will appear.

\*Pay attention to the school semester and year. You may need to change the semester to access the semester you are inquiring about. Just click on the drop down arrow and select the correct term, such as Fall 2007. You may need to disable your pop-up blocker to change semesters.

If the blue box is checked, that category is complete. If the blue box is not checked, follow the instructions located in the box directly to the right of the blue box.

### New!

If your Financial Aid status is Incomplete, there will be a link located underneath Financial Aid Status titled “Click here to view what documents are needed or what issues are to be resolved.” Click the link to view the missing documents as well as finalized documents on file.

Be sure to verify that all information is correct and up to date. If you have any questions concerning your financial aid, please contact the office of Financial Aid at [financialaid@ec.edu](mailto:financialaid@ec.edu) or (800) 860-8800 or (706) 245-2758.