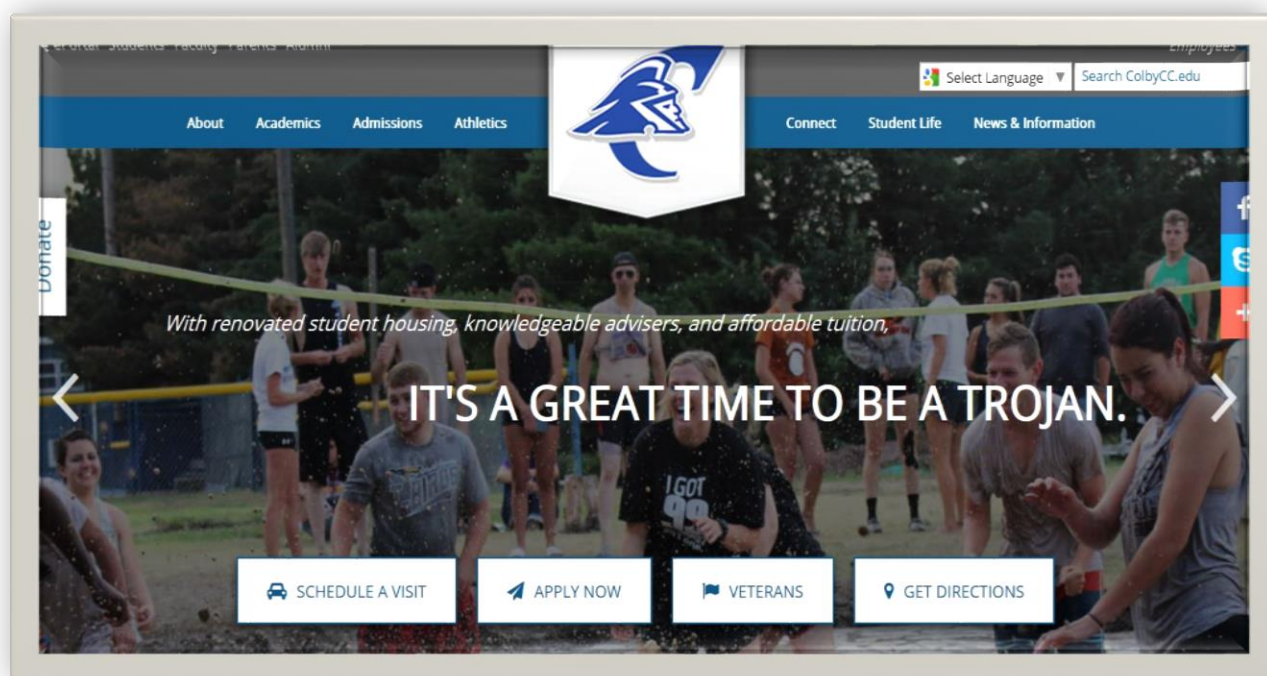


COLBY

COMMUNITY COLLEGE



Instructional guide on how to enroll in classes and pay your bill.

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Everything you want to know about TrojanWeb

Trojanweb is the one stop online resource for enrolling and managing your schedule. Once your account is setup you will be able to register for classes, verify your class schedules, review your financial statement, make online payments, request your unofficial transcript, and check your grades.

Verifying your Account

The first time you log in to TrojanWeb, you will be asked to verify your account. Your system ID is your student ID number without any dashes. Your ID number is located in the top left corner of your screen. Your first and last name will need to match the name that you used to apply. Your date of birth should be entered as: mm/dd/yyyy format (e.g., 01/01/1964).

How to Enroll

Click on “Find Courses” towards the bottom of the screen.

The screenshot shows the COBY website home page. At the top, there is a navigation bar with links for Home, Register, Classes, Finances, Grades, Search, and My Profile. Below this, there is a secondary navigation bar with links for Cart, Degree Requirements, Inquire, Apply, Application Status, Checklist, Make a Donation, and View Student Information. The main content area features a banner image of students playing volleyball in a sand pit, with the COBY logo to the right. Below the banner, there is a section titled "Students" with three links: "Find Courses" (circled in yellow), "Register", and "View Schedule".

Search for the course you wish to enroll in.

The screenshot shows the COBY website's Section Search page. The navigation bar is the same as in the previous screenshot, but the "Search" link is highlighted. Below the navigation bar, there is a "Section Search" section with two tabs: "Basic Search" and "Advanced Search". The "Advanced Search" tab is selected. In the "Advanced Search" form, there are two input fields for "Keywords": "sociology" and "S0176" (circled in yellow). There are also dropdown menus for "Period" (2017 Fall) and "Session" (Main). Below the form, there are "Search" and "Clear" buttons. At the bottom right, there is a "Results Per Page" dropdown set to 10.

Once you find the correct course, click “Add.” Then click on “New Search” to add any other classes to your schedule.

Section Search
Found 3 results for Keywords = 'sociology' and Course Code = 'SO176' and Period = '2017 Fall' and Session = 'Main'.

Showing 1 - 3 of 3

Course	Date	Session	Credits	Fees	Schedule	Available Seats	
Introduction to Sociology SO176/Lecture/01	8/21/2017 - 12/14/2017	2017 Fall Main	3.00		MW 12:30 PM - 1:45 PM; Colby Community College, Bedker Memorial Complex, Room 712	14 of 30	Add
Instructors: Thompson, Michael H.							
Introduction to Sociology SO176/Lecture/02	8/21/2017 - 12/14/2017	2017 Fall Main	3.00		Thursday 10:50 AM - 12:05 PM; Colby Community College, Bedker Memorial Complex, Room 712	14 of 30	Add
Instructors: Thompson, Michael H.							
Introduction to Sociology SO176/Lecture/91	8/14/2017 - 12/1/2017	2017 Fall Main	3.00		EDUKAN 12:00 AM - 12:00 AM; Location to be	0 of 0	Wait

Once you have added all of your courses, click “Proceed to Registration” and take a moment to review your cart.

Section Search
Found 3 results for Keywords = 'sociology' and Course Code = 'SO176' and Period = '2017 Fall' and Session = 'Main'.

Showing 1 - 3 of 3

Course	Date	Session	Credits	Fees	Schedule	Available Seats	
Introduction to Sociology SO176/Lecture/01	8/21/2017 - 12/14/2017	2017 Fall Main	3.00				
Instructors: Thompson, Michael H.							
Introduction to Sociology SO176/Lecture/02	8/21/2017 - 12/14/2017	2017 Fall Main	3.00		Thursday 10:50 AM - 12:05 PM; Colby Community College, Bedker Memorial Complex, Room 712	14 of 30	
Instructors: Thompson, Michael H.							
Introduction to Sociology SO176/Lecture/91	8/14/2017 - 12/1/2017	2017 Fall Main	3.00		EDUKAN 12:00 AM - 12:00 AM; Location to be	0 of 0	Wait

Course Added

Course **SO176/Lecture/02** was added to your shopping cart for period **2017/FALL/Main**.

[View Cart](#) [Proceed to Registration](#)

My Cart

Cart Items

SO176/01	3.00 Cr.
SO176/02	3.00 Cr.

Review your schedule and click “Next.”

Traditional Courses - 2017/Fall

Select Period
 Review Schedule
 Finalize
 Complete

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input checked="" type="checkbox"/> Intro to Sociology - SO176 / Lecture / 01	8/21/2017 - 12/14/2017	Main	3.00	Credit	MW, 12:30 PM - 1:45 PM;	Colby Community College, Bedker Memorial Complex, Room 712	In Cart <input type="button" value="Remove"/>
Instructors: Thompson, Michael H.							
<input checked="" type="checkbox"/> Intro to Sociology - SO176 / Lecture / 02	8/21/2017 - 12/14/2017	Main	3.00	Credit	Thursday, 10:50 AM - 12:05 PM;	Colby Community College, Bedker Memorial Complex, Room 712	In Cart <input type="button" value="Remove"/>
Instructors: Thompson, Michael H.							

Select “Next” again.

You should see a message congratulating you on completing registration.

Traditional Courses - 2017/Fall

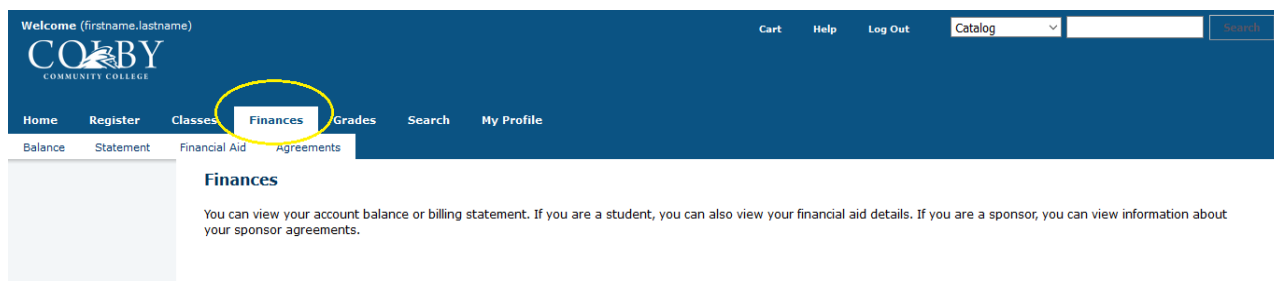
Select Period
 Review Schedule
 Finalize
 Complete

Congratulations! You have completed your Registration for: 2017/Fall

- Modify your schedule for 2017/Fall
- Select another Registration Period

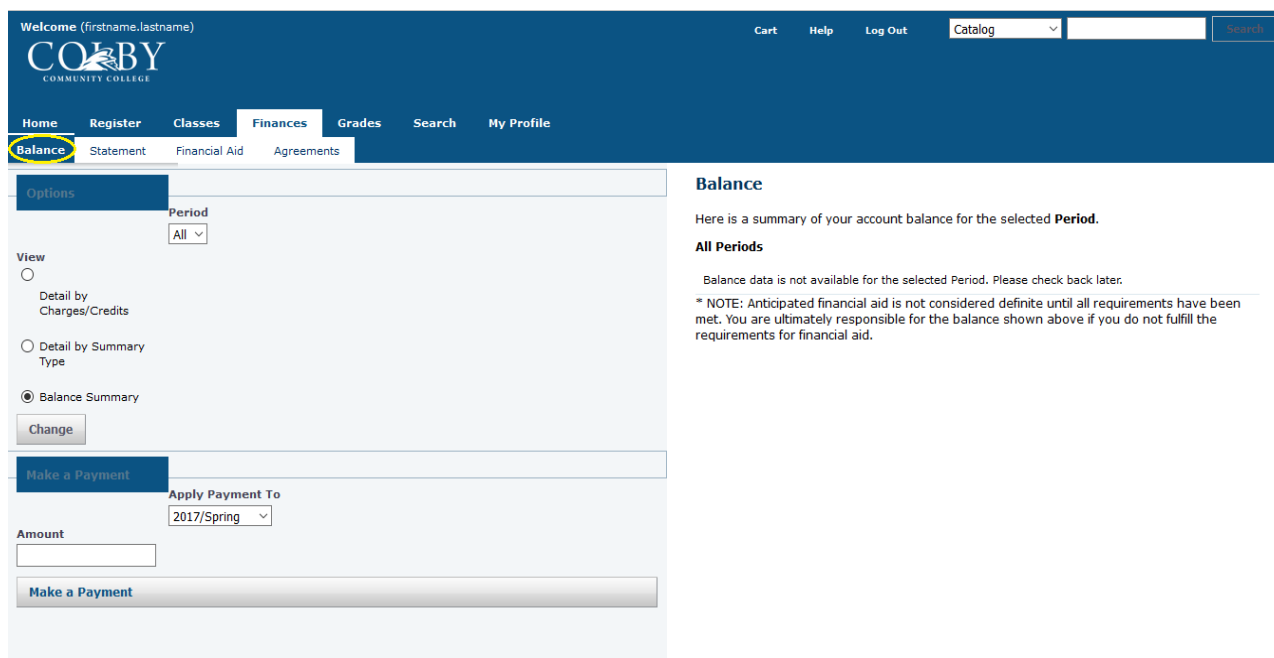
Make online payments with TrojanWeb

Once you've logged on to the ePortal, click the TrojanWeb link.
Click the "Finances" tab.



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Click on "Balance" on the far left.



Here you will find the "Make a Payment" section. Put in the amount that you would like to pay in the "Amount" field, and then click the "Make a Payment" button below. A new window will pop up where you can enter payment information. **(You will need popup blockers disabled in your browser settings.)**

You can choose to pay via Credit card, Debit card or Check.

If the payment is to be processed from an account other than that of the student, the name and address have to match that of the credit card or bank account, not the student.

To pay via Credit or Debit Card, fill in the information and click the “Continue” button on the bottom right part of the screen.

Payment Amount
\$ 1 .00

Payment Method

Debit Card or Credit Card

Card Number Expiration Date Security Code [What is this?](#)

DISCOVER MASTERCARD VISA

Bank Account

Please note you will not be Contin

To pay via Bank Account, click the Bank Account button. Fill in your routing and account number (these numbers are located on the bottom of your check)

Bank Account

Account Type
- Select -

FOR THE ORDER OF: 1001 Check number - Do NOT use

123456789 0987654321 1001

Enter Routing Number (9 digits) Enter Account Number

Re-enter Routing Number Re-enter Account Number

Free Online Tutoring Resources

English	Math & Science	Career
Citation Machine English Grammar 101 Purdue OWL Basic Grammar	Khan Academy Free Graphing Calculator	Kansas Career Pipeline

Useful Contact Information

Department	Email	Phone
Admissions	admissions@colbycc.edu	785-460-4690
Bookstore	bookstore@colbycc.edu	785-460-5500
Financial Aid	financialaid@colbycc.edu	785-460-4695
Library	library@colbycc.edu	785-460-5487
Registrar	registrar@colbycc.edu	785-460-5509
Student Accounts	studentaccounts@colbycc.edu	785-460-4664
Information Technology	support@colbycc.edu	785-460-5541