Registration Info

The Spoon River College (SRC) portal, My SRC, provides students access to personal information based on their association with SRC and is accessible at http://www.src.edu. Click on the My SRC link as indicated in the screen shot below.

My SRC is also accessible directly from https://portal.src.edu/ics.

Username
Your username format will be firstname.lastname. If that username has already been assigned to another person, a number will be added to the end (firstname.lastname.1). Your first name will be the official first name or a nickname from your admissions application.

Password
The student’s default password is the first 2 letters of the first name (first letter uppercase) first 2 letters of the last name (first letter upper case) and the last four numbers of the social security number.

Example for John Smith
- user name = john.smith
- password = JoSm1234

Forgotten Password
If you forget your My SRC password, contact the Help Desk at (309)649-6381 or email helpdesk@src.edu. Please allow up to 48 hours to process your request.

Online Registration
To access online Registration, click on the Student tab as indicated in the screenshot below.

Then click the Registration link as indicated in the screenshot below.
To register or drop courses, click on the Course Schedules above the bar to verify the correct term is selected; otherwise use the drop down to select the correct term.

Every semester students will be required to review the information regarding their intentions for the semester(s) that they are planning on registering for. Click the Complete the Personal Info Update form link as indicated in the screenshot below.

Verify the selected required values are still correct; then select the term you are registering for. Press the Submit button as indicated in the screenshot below.
Once you click the **Submit** button you will see a message “Thank you for submitting your Personal Info Update” as shown below. You can now search for course(s) to register for by clicking the **Search** button.

When you find your course select the **Add** box and click **Add Courses** as shown in the screenshot below.

If you know the course number click on **Add by Course Code** tab and start typing in a numbered box. It will try to auto-complete based on what is offered for that semester. Click the **Add Course(s)** button.
There will be confirmation message displayed if the course was successfully added.