



# MyCSN /Canvas Pocket Guide

## Sign In

### MYCSN LOG-IN

- > Go to the CSN homepage at [www.csn.edu](http://www.csn.edu) and click on the **MyCSN** link
- > Enter your NSHE ID# and Password – click **Sign In** button
- > Select the **Enter MyCSN Student Center** link to continue
- > Review your MyCSN Student Center Homepage and check your enrollment date
- > Click the **Enroll** link to begin class search for the available enrollment term

## Search

### HOW TO: SEARCH FOR CLASSES

- > Search for classes using the Select **Subject** link or enter the Subject code
- > Enter the appropriate course number – change “is exactly” to “contains” – click **Search**
  - *Do not include the “B” suffix when searching for classes, for example, when searching for “ABDY 101B” type “ABDY 101”*
- > Click the **Green Arrow** to view all available courses and review course details
- > Before selecting a course, review the course details (click on the link next to Section)
- > **Select** the course of your choice and then click **Next** to add to your Shopping Cart
- > Repeat previous steps by clicking **Start a New Search** to select additional classes
- > Remember: Selected classes are only in your Shopping Cart... You still need to Enroll

## Enroll

### HOW TO: ENROLL INTO CLASSES

- > To Enroll – click the **Show All** link to review course selections in your Shopping Cart
- > Review your selected courses and click **Enroll** to continue
- > Click the **Finish Enrolling** link to complete your course enrollment process
- > Review the status of your enrollment and click on the **My Schedule** link to continue
- > Click on the **Printer Friendly Page** link to print a copy of your schedule

## Drop

### HOW TO: DROP A CLASS

- > To drop a class go to your My Class Schedule Page and select the **Drop** tab
- > Click on the **Check Box** next to the course to be dropped
- > Click the **Drop Selected Classes** button and review the class to be dropped
- > Confirm your decision and click the **Finish Dropping** button and review the results
- > Click on the **My Schedule** link to return to your My Class Schedule page

## Canvas

### HOW TO: LOG INTO CANVAS ACCOUNT

- > Go to **CSN's homepage**
- > Locate the **Online Campus/Courses** link on the left side of the page and click it.
- > You will be taken to the **Online Campus** homepage.
- > Click **Login Now** in the CSN Online Campus Course box on the right side of the page.
- > You will be taken to the Canvas **Login** screen.
- > Enter your **10-digit NSHE ID number** in the **Canvas ID box**.
- > Use the same password as you do for your CSN Network account. If you do not have one you can activate at this time.
- > Then, click on the **Log in** box.
- > You will be taken to your **Canvas dashboard** page. To access your courses in Canvas, locate **Courses at the top of the page in the blue area**.
- > Scroll your mouse over Courses and you will see the list of courses that you are currently enrolled in.
- > Scroll down to the course you want to access and click on it.

