MYCSN LOG-IN
- Go to the CSN homepage at [www.csn.edu](http://www.csn.edu) and click on Login and then 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

HOW TO: SEARCH FOR CLASSES
- Search for classes by clicking on the “Search For Classes” button. Please note that the current semester will automatically be the default Term. If you are searching for the next semester then click on the down arrow and the next semester will appear.
- If you know the subject prefix then you can enter it in the box after the “Select Subject” box (example, ENG for English). If you are not familiar with subject prefixes then click on the “Select Subject” and all subjects are listed in alphabetical order.
- If you know the course number then enter it in the box, otherwise click Search and the classes under that subject will appear.
  - Do not include the “B” suffix when searching for classes, for example, when searching for “ABDY 101B” type “ABDY 101”
- Each class will list their “Status” (open, closed, waitlist) at the end of each row.
- 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

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
- Click on the “Buy Books” link for your book list.

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

HOW TO: LOG INTO CANVAS ACCOUNT
- Go to CSN's homepage
- Locate the LOG IN link at the top right of the homepage and click it.
- You will be taken to the DASHBOARD page.
- Click the CANVAS BY INSTRUCTURE logo.
- 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 the COURSES link in the blue bar on the left side of the screen and click it.