

How to Schedule Appointment with a VETS Center Advisor

1. Click on the "Current Students with NSHE ID" button. You must log in with your CSN account.
2. Enter your CSN email address (NSHE@student.csn.edu) to receive the verification code.
3. Check your email for the verification code
4. Input your code and click "Verify Code"
5. Next you will update your name and phone number.
 - Given Name: Enter your first name
 - Surname: Enter your last name
 - Phone: Enter your cell phone number, on the next screen you will receive another verification code.
6. You will then be directed to the MFA page to enter your cell phone number. Input your phone number starting with country code (1 if USA) then click "Send Code".
7. Check your cell phone for a text message that says, "Use verification code xxxxx for CSN authentication." Enter this code in the provided field.
8. After entering the verification code, click "Verify Code."
9. You will be automatically redirected to the CSN portal page. Please click Scheduled Appointments bar on the left, then Scheduled an Appointment box on the top right corner.
10. You will now be on the Appointment Booking screen.

11. Choose the VETS Advising options under Request Appointment Type. They are at the end of the drop-down menu list. There will be two Phone Appointment options and one In-Person Appointment option.
12. Under Subject, you must choose one of the following options:
 - All VR&E (Chapter 31) Students: All new and returning students using VR&E benefits must choose this option. An Academic Worksheet will be provided for all new students and for returning students as needed.
 - Changing Major: For students that have previously submitted a claim for benefits and would like to change the major on file with the VETS Center.
 - Dual Major: For students that have previously submitted a claim for benefits and would like to add a second major (subject to approval).
 - New (First Time using benefits at CSN): For any student using VA benefits at CSN for the first time. This includes current CSN students, or students that used their benefits at another school.
 - Degree Audit with Program in CSN VA File: Only for students actively using benefits at CSN.
 - Substitution Waivers: For students who need an advisor to submit a substitution waiver. The waivers can only be submitted for the currently declared major and only for transferred or previously completed courses; future courses cannot be submitted.

All options will require you to provide additional information in the Add Notes section.

13. Choose your preferences in the following selections: Preferred Staff, Appointment Date Range, Preferred Time. Be mindful, the more preferences you select, the few options you will be provided on the next page. The VETS Center only books advising appointments one week in advance.

14. Add your chosen major to the Add Notes section, along with the additional information:
- For ALL STUDENTS (except VR&E), if you know the VA benefits you will be using, please include that information in the note.
 - For New students using VA benefits for the first time at CSN, please add your major. If no major is provided, a degree audit based on the declared major in MyCSN will be prepared.
 - Changing Major: Please note the new major.
 - Dual Major: Please note the additional major you want added (all dual majors are subject to approval).
 - Substitution Waivers: Please note the required course you want waived and the course you want submitted as the replacement.

If you have any questions about notes you should add, please call the VETS Center, 702-651-5060.

15. Click the Find available times button. Once clicked, a list of appointment options will be displayed.
16. Click on the date/time to select, then click the Schedule button.
17. You can also click the Back button to update Preferred Staff, Appointment Date Range, or Preferred Time if needed.
18. Finally, you will be able to view your scheduled appointment details. You will also receive an email to your CSN account.