



## APPOINTMENT BOOKING GUIDE

### CSN Portal Login Website Address

<https://tinyurl.com/CSNPortal>

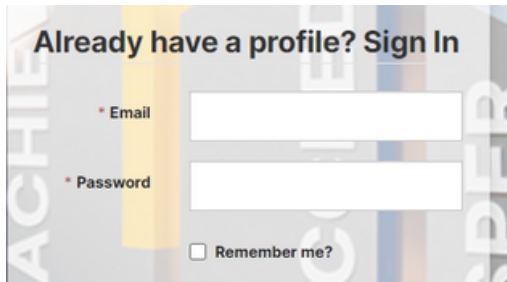


#### 1. Create a Profile

This is a screenshot of the CSN Portal login page. At the top, it asks "Don't have an account yet?" and has a blue button labeled "Create a Profile" which is circled in blue. Below this, it asks "Already have a profile? Sign In" and has a blue "Sign In" button. There are input fields for "Email" and "Password", a "Remember me?" checkbox, and a "Forgot Your Password?" link. The background features the word "ACHIEVE" and "SCHEDULED" in large, light letters.This is a screenshot of the "Create a Profile" form. It has a title "Create a Profile" at the top. Below the title are several input fields: "FirstName", "LastName", "Email", "Password", "ConfirmPassword", and "Birthdate" (with a calendar icon). At the bottom, there is a checkbox with the text "By checking this box, I acknowledge that I may receive communication from CSN" and a blue button labeled "Create my Profile".

2. Log into the portal with your email and password.

*\*Remember to confirm your e-mail address (confirmation is sometimes sent to spam/junk)*



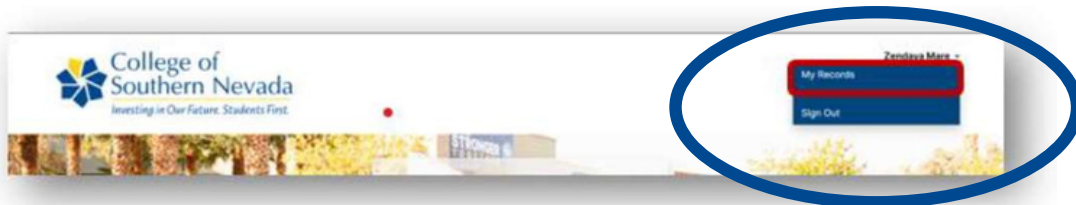
Already have a profile? Sign In

\* Email

\* Password

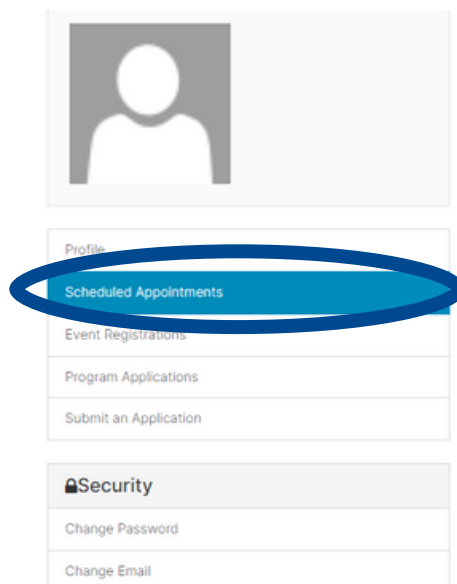
Remember me?

If already logged in:



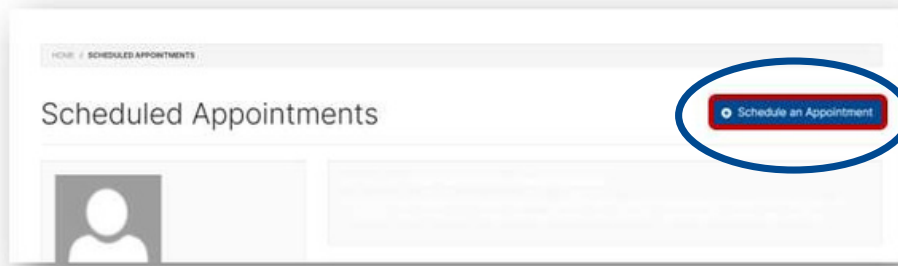
Click on your name in the top right corner and select “My Records”

3. On the profile page, select scheduled appointments.



Located on the Left-hand side of the profile page

4. On the Scheduled Appointments page, click “Schedule an Appointment.”



5. Select the requested appointment type.

You can meet in-person on the three main campuses, virtually, or over the phone.

## Appointment Booking

\* Requested Appointment Type: Student Recruitment: HEN Campus (In-Person): Prospective Student - Application & Enrollment Service

Subject: Student Recruitment: HEN Campus (In-Person): Prospective Student - Application & Enrollment Service

Preferred Staff: Student Recruitment: NLV Campus (In-Person): Prospective Student - Application & Enrollment Service  
Student Recruitment: Phone (Domestic ONLY): Prospective Student - Application & Enrollment Service  
Student Recruitment: Virtual (Microsoft Teams): Prospective Student-Application & Enrollment Service  
Student Recruitment: WCH Campus (In-Person): Prospective Student - Application & Enrollment Service

\* Appointment Date Range: May 28, 2024 - June 4, 2024

\* Time of day: 9:00 AM - 4:00 PM (GMT-08:00) Pacific Time (US & Canada)

Add notes

6. Select the desired subject

## Appointment Booking

\* Requested Appointment Type: Student Recruitment: HEN Campus (In-Person): Prospective Student - Application & Enrollment Service

Subject: Art & Design

Preferred Staff: Art & Design

\* Appointment Date Range

\* Time of day

Add notes: Biological & Physical Sciences  
Business  
Computing & Engineering Technologies  
Education  
Health Sciences  
Hospitality & Culinary Arts  
Humanities & Communication  
Industry, Manufacturing, Construction & Transportation  
Public Safety  
Social & Behavioral Sciences

7. Select a preferred staff (Optional)

### Appointment Booking

\* Requested Appointment Type: Student Recruitment: HEN Campus (In-Person): Prospective Student - Application & Enrollment Service

Subject: Art & Design

Preferred Staff: Please Select One...

\* Appointment Date Range: May 28, 2024 - June 4, 2024

\* Time of day: 9:00 AM 4:00 PM (GMT-08:00) Pacific Time (US & Canada)

Add notes

8. Select a date range and time

### Appointment Booking

\* Requested Appointment Type: Student Recruitment: HEN Campus (In-Person): Prospective Student - Application & Enrollment Service

Subject: Art & Design

Preferred Staff: Please Select One...

\* Appointment Date Range: May 28, 2024 - June 4, 2024

\* Time of day: 9:00 AM 4:00 PM (GMT-08:00) Pacific Time (US & Canada)

Add notes

9. Enter any additional notes related to your appointment

### Appointment Booking

\* Requested Appointment Type: Student Recruitment: HEN Campus (In-Person): Prospective Student - Application & Enrollment Service

Subject: Art & Design

Preferred Staff: Please Select One...

\* Appointment Date Range: May 28, 2024 - June 4, 2024

\* Time of day: 9:00 AM 4:00 PM (GMT-08:00) Pacific Time (US & Canada)

Add notes

## 10. Click on “Find Available times.”

\* Appointment Date Range May 28, 2024 - June 4, 2024

\* Time of day 9:00 AM 4:00 PM (GMT-08:00) Pacific Time (US & Canada)

Add notes

**Find available times**

## 11. Book your appointment

Select from the available dates on the Appointment Booking page

HOME / CONTACT US / APPOINTMENT BOOKING

### Appointment Booking

Please select from the following list of available appointment times.

First 20 results provided. All times represented under (GMT-08:00) Pacific Time (US & Canada)

Scheduled Start	Scheduled End
2023-05-29 10:00 AM	2023-05-29 10:30 AM
2023-05-29 10:30 AM	2023-05-29 11:00 AM
2023-05-29 11:00 AM	2023-05-29 11:30 AM
2023-05-29 11:30 AM	2023-05-29 12:00 PM
2023-05-29 12:00 PM	2023-05-29 12:30 PM
2023-05-29 12:30 PM	2023-05-29 01:00 PM
2023-05-29 01:00 PM	2023-05-29 01:30 PM
2023-05-29 01:30 PM	2023-05-29 02:00 PM
2023-05-29 02:00 PM	2023-05-29 02:30 PM

Once preferred date is selected, Click “Schedule”

2023-05-30 09:30 AM	2023-05-30 10:00 AM
2023-05-30 10:00 AM	2023-05-30 10:30 AM
2023-05-30 10:30 AM	2023-05-30 11:00 AM
2023-05-30 11:00 AM	2023-05-30 11:30 AM
2023-05-30 11:30 AM	2023-05-30 12:00 PM
2023-05-30 12:00 PM	2023-05-30 12:30 PM

**Back** **Schedule**

# 11. One scheduled, appointment details and confirmation will be emailed

The screenshot shows the 'Appointment Details' page on the College of Southern Nevada website. The page header includes the college logo and the tagline 'Leading in Our Future. Students First.' The breadcrumb trail indicates the user is in 'Home > CONTACT US > APPOINTMENT SERVICES > APPOINTMENT DETAILS'. A blue button labeled 'View All Scheduled Services' is located in the top right corner. The main content area is divided into four sections: 'Advisor' (CRM\_Service\_Account #), 'Service' (Academic Advising), 'Start Time' (10:00 AM Tuesday, May 30, 2023 and 10AM-08:00 Pacific Time (US & Canada)), and 'End Time' (10:30 AM Tuesday, May 30, 2023 and 10AM-08:00 Pacific Time (US & Canada)).

College of Southern Nevada  
Leading in Our Future. Students First.

Home > CONTACT US > APPOINTMENT SERVICES > APPOINTMENT DETAILS

Appointment Details [View All Scheduled Services](#)

**Advisor**  
CRM\_Service\_Account #

**Service**  
Academic Advising

**Start Time**  
10:00 AM Tuesday, May 30, 2023 10AM-08:00 Pacific Time (US & Canada)

**End Time**  
10:30 AM Tuesday, May 30, 2023 10AM-08:00 Pacific Time (US & Canada)