

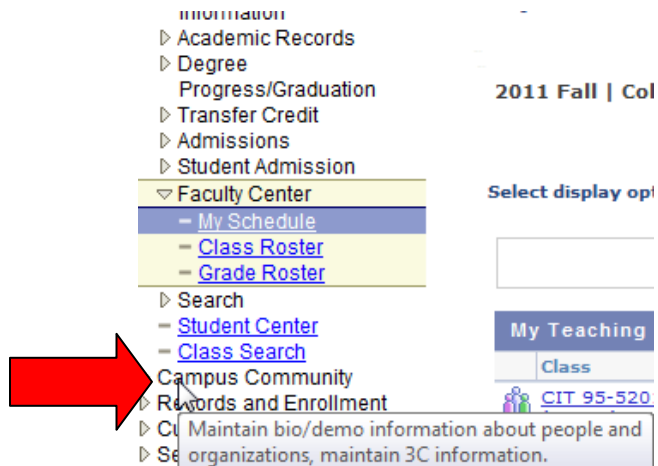
FIND STUDENT INFORMATION

(Classes student has taken, grades, phone number, etc.)

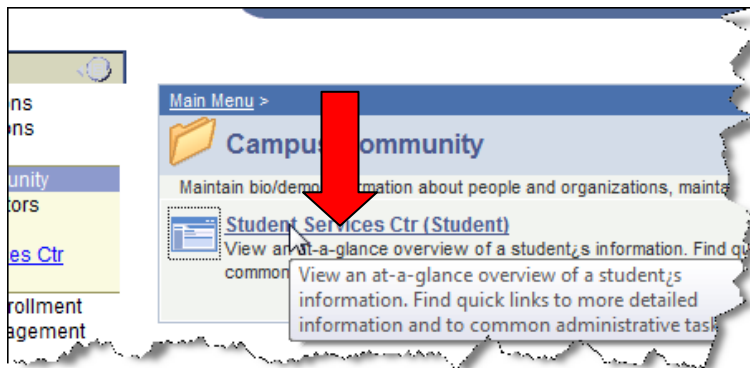
1. Log on to MyCSN. Make sure you have clicked Faculty tab, click on **Enter Faculty Self Service**



2. On side panel, click on **Campus Community**:



3. Click on **Student Services Ctr (Student)**:



4. Type in the Last Name and other information you might have to narrow the search.

Click **Search** button:

Find an Existing Value

Limit the number of results to (up to 300):

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

[Basic Search](#)

5. If you just entered the Last name it will give you hundreds of names! You can click on the **Name** link to put it the list in alphabetical order by first name:

Search Results

Only the first 300 results of a possible 355 can be displayed.

View A

Name	Gender	Date of Birth
Contreras JR, Luis A	Male	09/21/1988
Click column heading to sort descending		09/1988

Total records

To go to the next page of names, click on the next button

First 101-200 of 300 Last

Description Last Name First Name

6. This screen will display when you click on the student's name. You will see the student's first and last name and NSHE number. Scroll to the **Personal Information** box to look at address, phone number and e-mail address. **Note:** I deleted that information to protect the innocent.

Susana ID: *

student center admissions transfer credit academics

Susana's Student Center

Academics

My Class Schedule

Deadlines URL

2011 Fall Schedule

Class	Schedule
FLOR 204-5201 LEC (86861)	Th 6:00PM - 9:50PM Summerlin 106

weekly schedule

Finances

My Account

Enroll In Direct Deposit
Class Refund Dates

You have no outstanding charges at this time.

Personal Information

Emergency Contact

Contact Information

Home Address	Mailing Address
Las Vegas, NV 89134	LAS VEGAS, NV 89134
Home Phone	Home E-mail
702/	

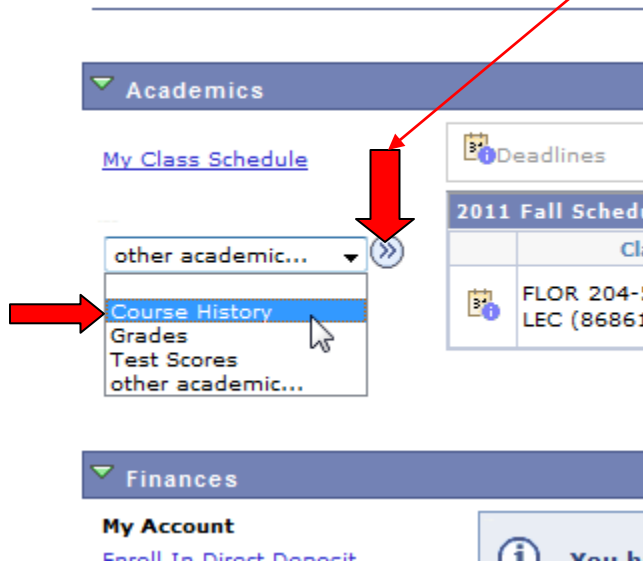
Admissions

First and Last name and NSHE number will appear

Class schedule

Address, phone, and e-mail will show

7. Want to know what classes the student has taken? In the **Academics** box click on the down arrow and choose **Course History**. Click the go button.



8. Shows all the classes students has taken, the grades and what class(es) student will or is taking:

My Course History

Select Display Option
 Hide courses from My Planner
 Show courses from My Planner

Sort results by [dropdown]
 Then by [dropdown]
 sort


Term and year took the class

Taken
 Transferred
 In Progress

Course	Description	Term	Grade	Units	Status
CIT 112R	Networking +	2011 Spring	AU	3.00	<input checked="" type="checkbox"/>
CIT 151	Beginning Web Development	2009 Spring	AU	3.00	<input checked="" type="checkbox"/>
CIT 202R	Excel Certification Prepa	2004 Fall	A	3.00	<input checked="" type="checkbox"/>
CIT 203R	Access Certification Prep	2005 Fall	AU	3.00	<input checked="" type="checkbox"/>
COT 208	Tablet Comp Voice/Handwri	2004 Spring	A	1.00	<input checked="" type="checkbox"/>
CUL 125	Principles of Baking	2005 Fall	AU	3.00	<input checked="" type="checkbox"/>
CUL 175	Cakes Design	2005 Spring	A	3.00	<input checked="" type="checkbox"/>
FLOR 102	Introduction to Floral Design	2011 Spring	AU	3.00	<input checked="" type="checkbox"/>
FLOR 204	Traditional Weddings	2011 Fall		3.00	<input type="checkbox"/>

Taking

9. If you want to know more about the class (does it transfer, etc.), in the Description column, click on the class:



Course	Description	Term
CIT 112R	Networking +	2011 Spring
CIT 151	Beginning Web Development	2009 Spring

10. This will show:

My Course History

Course Detail

[Return to My Course History](#)

CIT 112R - Networking +

Course Detail

Career	Undergraduate
Units	3.00
Grading Basis	Graded
Course Components	Lecture Required
Campus	College of Southern Nevada
Academic Group	Advanced & Applied Technology
Academic Organization	Computing and Engineering Tech

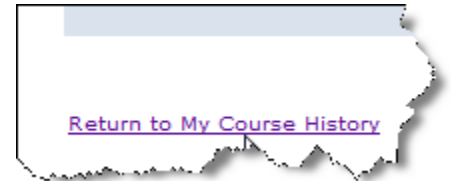
Enrollment Information

Typically Offered	Spring, Summer and Fall
Course Attribute	Non-transferable for a NSHE baccalaureate degree

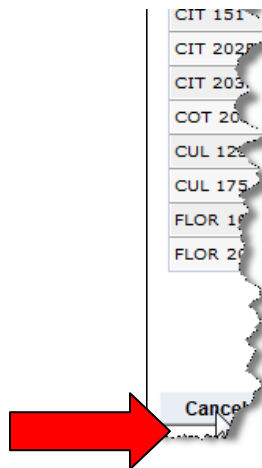
Description

NETWORKING +

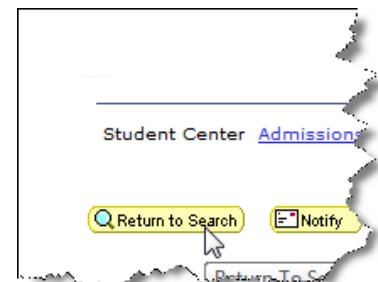
11. To exit, scroll to the bottom and click **Return to My Course History**:



12. To go back, click Cancel



13. To return to the Search window, scroll to the bottom and click on **Return to Search** button:



14. To log off, at top of screen, click **Sign out**:

