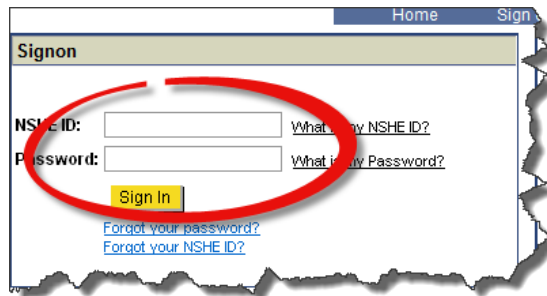


## Instructions for Finding Student Information

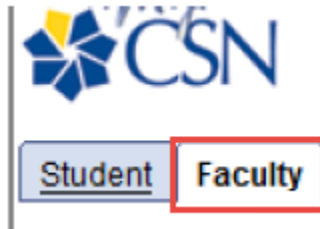
1. Log on to <https://go.csn.edu/LoginPolicy.jsp>.
2. Click on the MyCSN tile.



3. If required, enter your login credentials again.

A screenshot of a web browser window showing a "Signon" form. The form has a title bar with "Home" and "Signon" buttons. It contains two input fields: "NSHE ID:" and "Password:". To the right of each field is a small text link: "What is my NSHE ID?" and "What is my Password?". Below the fields is a yellow "Sign In" button. At the bottom of the form are two blue links: "Forgot your password?" and "Forgot your NSHE ID?". A red oval highlights the "NSHE ID:" and "Password:" fields.

4. Click the **Faculty** tab.



5. Click on the **Enter Faculty Self Service** hyperlink.



6. Click on the **Campus Community** hyperlink.

- ▷ Academic Records
- ▷ Degree
  - Progress/Graduation
- ▷ Transfer Credit
- ▷ Admissions
- ▷ Student Admission
- ▽ Faculty Center
  - [My Schedule](#)
  - [Class Roster](#)
  - [Grade Roster](#)
- ▷ Search
  - [Student Center](#)
  - [Class Search](#)
  - Campus Community**

7. Click on the **Student Services Ctr (Student)** hyperlink.



8. Enter any search parameters that will narrow your search results, then click on the **Search** button.

**Find an Existing Value**

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

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Sea](#)

9. Click on column headers to change the sort order.

**Search Results**

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

**Total records**

Name	Gender	Date of Birth
Contreras JR, Luis A	Male	

Click column heading to sort descending 3/198:

First 101-200 of 300 Last

escription Last Name First Name

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

10. The below screenshot will display when you click on a student's name. you will see the student's first and last name and NSHE ID. Scroll to the **Personal Information** section to look at the student's contact information.

Susana ID:  First and Last name and NSHE number will appear

student center admissions transfer credit academics

### Susana's Student Center

#### Academics

[My Class Schedule](#)

other academic... 

2011 Fall Schedule	
Class	Schedule
FLOR 204-5201 LEC (86861)	Th 6:00PM - 9:50PM Summerlin 106

weekly schedule 

Class schedule

#### Finances

**My Account**

[Enroll In Direct Deposit](#)  
[Class Refund Dates](#)

 You have no outstanding charges at this time.

#### Personal Information

[Emergency Contact](#)

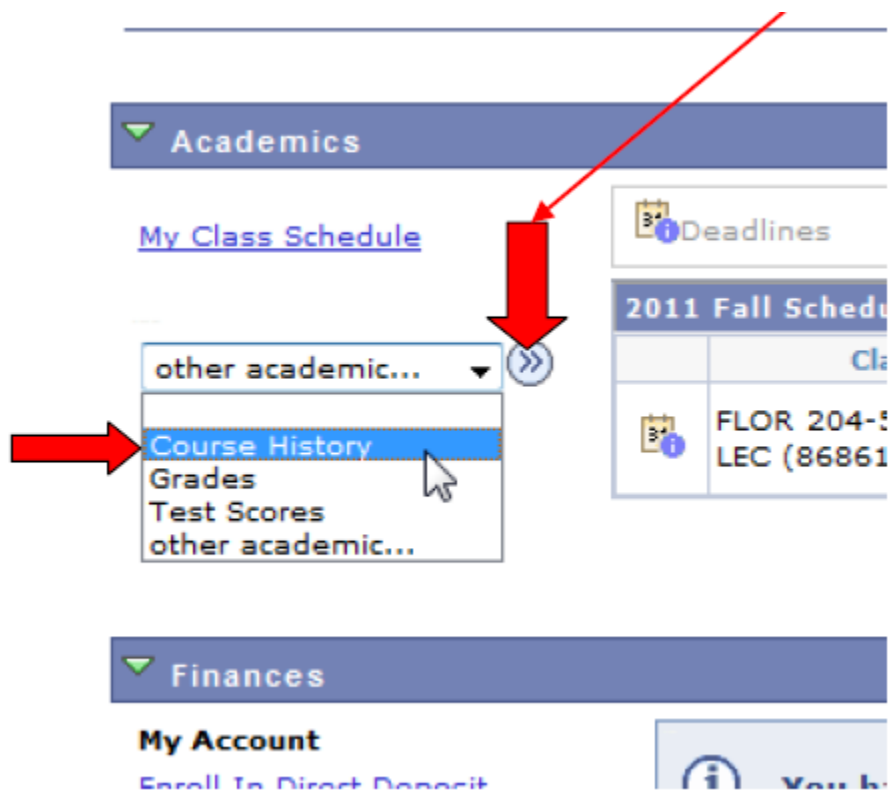
##### Contact Information

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

Address, phone, and e-mail will show

 Admissions

11. To view a student's course history, select the **Course History** value in the drop down box located in the **Academics** section, then click on the go button.



12. This will show all classes that student has taken, the grades the student earned, and classes currently enrolled in.

### My Course History

Select Display Option

Hide courses from My Planner

Show courses from My Planner

Sort results by

Then by

Taken    
  Transferred    
  In Progress

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

*Note: A red arrow points from the 'Term' column header to the text 'Term and year took the class'. Another red arrow points from the 'Taking' status icon to the text 'Taking'.*

13. If you want to know more about the class, click on the hyperlink in the **Description** column.



Course	Description	Term
CIT 112R	<a href="#">Networking +</a>	2011 Spring
CIT 151	<a href="#">Beginning Web Development</a>	2009 Spring

*Note: A mouse cursor is shown clicking on the 'Networking +' link.*

14. Course details will show.

## My Course History

### Course Detail

[Return to My Course History](#)

#### CIT 112R - Networking +

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

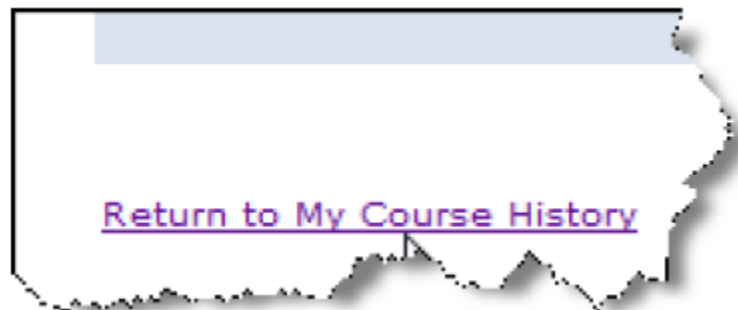
  

Enrollment Information	
<b>Typically Offered</b>	Spring, Summer and Fall
<b>Course Attribute</b>	Non-transferable for a NSHE baccalaureate degree

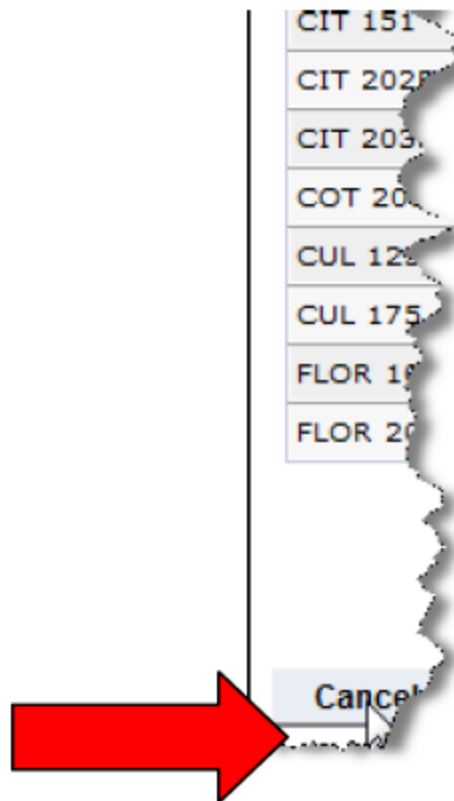
  

Description
NETWORKING +

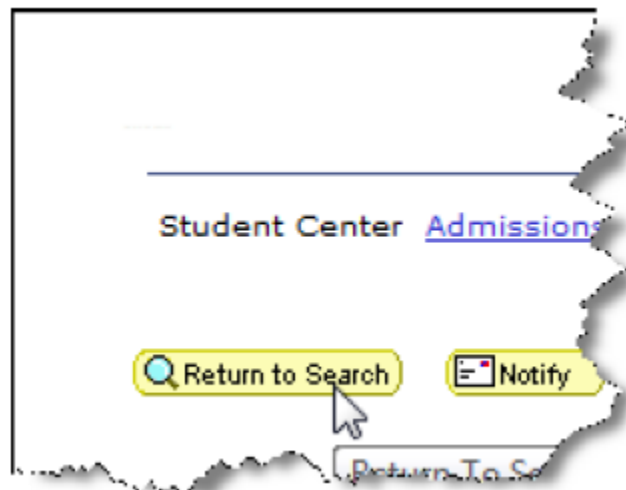
15. To exit, scroll to the bottom and click on the **Return to My Course History** hyperlink.



16. To go back, click on the **Cancel** button.



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





18. To log off, click on the **Sign out** hyperlink at the top of the screen.

