STEP-BY-STEP GUIDE
For
APPLYING FOR ADMISSIONS, ENROLLING AND PAYING FOR JUMPSTART CLASSES

Before becoming eligible to register for the Jumpstart Concurrent Enrollment Program, students MUST have an NSHE ID number and password by completing the online admission’s process. If you have not done so already, please login to complete the online Admissions Form. Log on to www.csn.edu, click on MyCSN and click on CSN Application for Admissions. Click on Term and choose (year/semester). Complete the Admissions Form questions in its entirety. You must complete this process first to obtain your REQUIRED student ID (NSHE ID) and password. You are considered a Non-Seeking Degree Student, since you do not yet have a high school diploma. Upon graduating from high school this option should be updated with CSN.

STEP-BY-STEP REGISTRATION PROCESS
(Payment is due NO LATER THAN THE DAY BEFORE THE SEMESTER BEGINS BY 11:59 P.M.)

1. Before accessing your MyCSN student account, make sure you validate your account and register your password.
   a. To validate your account:
      i. Go to https://go.csn.edu/LoginPolicy.jsp
      ii. Click on the Account Validation link
      iii. Enter your NSHE ID (ten-digit number) and last name as it appears on your CSN admissions email.
      iv. Enter your Personal Identification Number (PIN). It is the last four digits of your social security number (SSN). If you did not provide your SSN on your admissions application, enter 9999.
   b. To register your password:
      i. Click here to register your password
      ii. Click on the Reset Password link
      iii. Click on Password Registration
      iv. Follow the on screen prompts to register your password
   c. If you encounter any issues validating your account or registering your password, call (702) 651-5555.
2. After validating your student account and registering your password, log on to https://go.csn.edu/LoginPolicy.jsp
3. Click on the MyCSN tile.
4. If required, enter your login credentials again.
5. Click on Enter MyCSN Student Center.
6. On the left hand side under Academics, click on Enroll.
7. In the Select Term box choose the correct (year/semester) term. Click the Continue button.
8. If you are ready to enroll in the class (es), under the heading “Enter Class Nbr” and where the cursor is blinking, in the white blank box type the Jumpstart course # (Ex: 5 digits...12345) obtained from your high school counselor or Jumpstart teacher. Click the Proceed to Step 2 of 3 button.
9. Verify your choice(es), if correct click FINISH ENROLLING button.
10. Confirm classes by clicking on FINISH ENROLLING, Click Proceed to Step 2 of 3.
11. To exit without adding these classes, click Cancel.
12. View the Status Report for enrollment confirmation and errors.
13. If you see a green checkmark in the Status box, you are Enrolled!! You can print your copy of your schedule by clicking on my class schedule tab or button.
14. You can pay by clicking on the **Make a Payment** button and follow the prompts, until it is finished.
15. To log out click **Sign Out** link located on the top right hand corner of the screen.

For questions or assistance please contact **Ms. Nora Mirabal**, Assistant Director of the Jumpstart Concurrent Enrollment Program

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