

## Instructions for How to View Waitlist Position Number

1. Before accessing your MyCSN student account, make sure you validate your account and register your password.
  - a. To validate your account:
    - i. [Click here validate your CSN student account](#)
    - 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>.

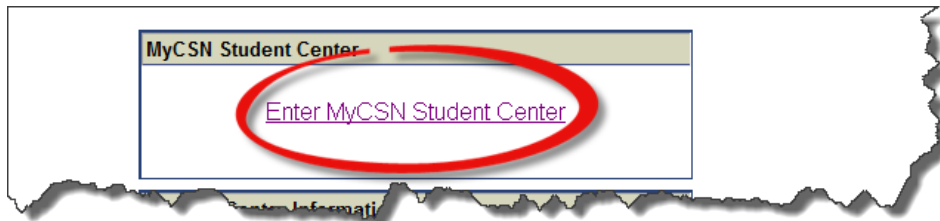
3. Click on the MyCSN tile.



4. If required, enter your login credentials again.



5. Click on the **MyCSN Student Center** hyperlink.



6. Click on the **My Class Schedule** link.

The screenshot shows the 'Academics' menu with 'My Class Schedule' highlighted in a red box. Other links include 'Shopping Cart' and 'My Planner'. Below the menu is a search box with 'other academic...' and a search button. To the right, there are 'Deadlines' and 'URL' icons, and a 'This Week's Schedule' table.

This Week's Schedule	
Class	Schedule
TCA 222-3001 LEC (35351)	TuTh 8:00AM - 10:50AM West Charleston Bldg C 278

weekly schedule ▶

7. Select the **Show Waitlisted Classes** checkbox, then click on the **filter** button. Look for your waitlisted class. The **Status** field will indicate **Waiting**. In the **Waitlist Position** field, you can see what your waitlist position number is.

The screenshot shows the 'Class Schedule Filter Options' section with three red circles highlighting key elements: '1' on the header, '2' on the 'filter' button, and '3' on the 'Waiting' status and '1' waitlist position in the table. The table shows a class 'BUS 101 - Intro to Business' with a status of 'Waiting' and a waitlist position of '1'.

BUS 101 - Intro to Business						
Status	Waitlist Position	Credits	Grading	Grade	Deadlines	
Waiting	1	3.00	Letter Grades			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
35527	<a href="#">1002</a>	Lecture		Web-Online Course	Robert Bay	01/17/2017 - 05/14/2017