Searching for Short-Term (Dynamic) Classes After Logging on to MyCSN

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 to 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. Select the **Search** hyperlink under the **Academics** heading.
7. Enter your search parameters. This includes selecting the correct term (1), the subject area (2), and the course number (3). In the Session field (4), select **Dynamic Dated** from the drop down list. You are free to enter additional search criteria to limit your search results. After entering your search criteria, click on the Search button at the bottom of the screen. If your search returns no results, classes may be full or may not be offered for the term selected. To verify that classes are full, uncheck the box next to **Show Open Classes Only**. You can also change the value of the is exactly field next to **Course Number** to contains.
8. Your search results will inform you of things such as: (1) the class name, (2) the class number, (3) meeting days and times, (4) campus location, (5) room number, (6) instructor name, and (7) class meeting dates. The green circle in the last column indicates that the class is open for enrollment. A blue square indicates the class is full and is not open for enrollment. Make note of the class number (2). This will be the number you need if you want to enroll in class.