HOW TO USE MY CSN

MYCSN LOG-IN
> Go to the CSN homepage at www.csn.edu and click on the MyCSN link
> Enter your NSHE ID# and Password – click Sign In button
> Select the Enter MyCSN Student Center link to continue
> Review your MyCSN Student Center Homepage and check your enrollment date
> Click the Enroll link to begin class search for the available enrollment term

HOW TO: SEARCH FOR CLASSES
> Search for classes using the Select Subject link or enter the Subject code
> Enter the appropriate course number – change “is exactly” to “contains” – click Search
  • Do not include the “B” suffix when searching for classes, for example, when searching for “ABDY 101B” type “ABDY 101”
> Click the Green Arrow to view all available courses and review course details
> Before selecting a course, review the course details (click on the link next to Section)
> Select the course of your choice and then click Next to add to your Shopping Cart
> Repeat previous steps by clicking Start a New Search to select additional classes
> Remember: Selected classes are only in your Shopping Cart… You still need to Enroll

HOW TO: ENROLL INTO CLASSES
> To Enroll – click the Show All link to review course selections in your Shopping Cart
> Review your selected courses and click Enroll to continue
> Click the Finish Enrolling link to complete your course enrollment process
> Review the status of your enrollment and click on the My Schedule link to continue
> Click on the Printer Friendly Page link to print a copy of your schedule

HOW TO: DROP A CLASS
> To drop a class go to your My Class Schedule Page and select the Drop tab
> Click on the Check Box next to the course to be dropped
> Click the Drop Selected Classes button and review the class to be dropped
> Confirm your decision and click the Finish Dropping button and review the results
> Click on the My Schedule link to return to your My Class Schedule page

HOW TO: LOG INTO CANVAS ACCOUNT
> Go to CSN’s homepage
> Locate the Online Campus/Courses link on the left side of the page and click it.
> You will be taken to the Online Campus homepage.
> Click Login Now in the CSN Online Campus Course box on the right side of the page.
> You will be taken to the Canvas Login screen.
> Enter your 10-digit NSHE ID number in the Canvas ID box.
> Use the same password as you do for your CSN Network account. If you do not have one you can activate at this time.
> Then, click on the Log in box.
> You will be taken to your Canvas dashboard page. To access your courses in Canvas, locate Courses at the top of the page in the blue area.
> Scroll your mouse over Courses and you will see the list of courses that you are currently enrolled in.
> Scroll down to the course you want to access and click on it.