

## Instructions for Web Registration

- 1) Launch your web browser and connect to “My Fresno State” at <http://my.csufresno.edu> , Click on **Sign-In**. If you have not established a Fresno State email account, click on the button **Get an account now**.
- 2) Enter your Fresno State **username** and **password**, click on login. If you need help or have questions with your login, call the Help Desk at (559) 278-7000.
- 3) Under **My Menu**, select **Student Self Service**.
- 4) Click on **Student Center**.
- 5) Under the heading of **Enrollment**, click on **Add a Class**.
- 6) Select the **term** you wish to enroll in (e.g. Fall 2008). If the term you want is not listed, call the Admissions, Records, and Evaluations office at (559) 278-2261 during normal business hours.
- 7) Enter the **5-digit class number** (located on your UHS class schedule) in the Enter Class Nbr box. **Click on Enter**. This will bring you to a new page. This page allows you to verify your request, and if necessary, select a related component, such as a **lab**, change your **grading option**, or enter a **permission number**.
- 8) You can place additional courses in the Enrollment Shopping Cart by repeating the instructions described above. If you want to delete a class, click on the trash bin. After you have selected all of your classes, click on button labeled **Proceed to Steps 2 of 3**.
- 9) Click on the **Finish Enrolling** box to enroll in your courses.
- 10) Be sure to check the **Status** column for possible errors with your registration. If your registration is successful, the message “**success**” will be displayed. If errors exist, your class was not added. Specific details about the error are listed.
- 11) If you want to drop a class that you have successfully added, click on the **Drop a Class** link. Select the class you want to drop. View your **Results** by checking the box in the **Select** column. Then click **Drop Selected Classes**. Confirm your selection and click **Finish Dropping**.
- 12) Verify that the classes are correct. Click on **My Class Schedule**. Print a copy of your schedule.
- 13) **Sign Out** (Top of Panel) when you are finished.