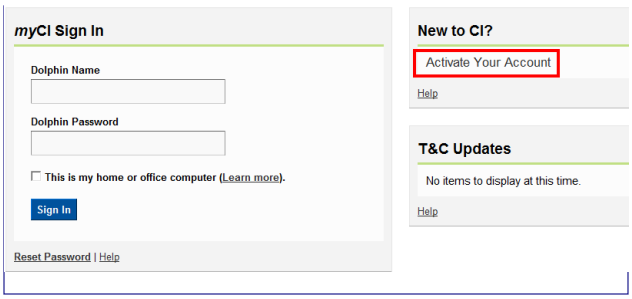
How to Complete the Early Start Smart page by July 15th

The Early Start Program Smart Page is located in the CSU Channel Islands student information system: CI Records. Follow the instructions below to complete the Smart Page information by ***July 15th****. You will receive additional information on how to enroll for the summer required classes in late May. Registration for Summer Early Start Program courses vary by school and you will receive communication from the CSU you selected during this process. For more information on who is required to take the Early Start Program Summer course work visit:*
http://www.csuci.edu/earlystart OR http://earlystart.csusuccess.org/smart

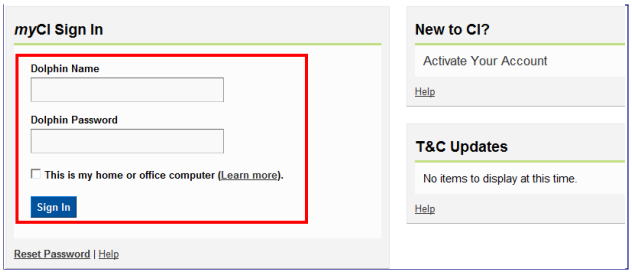
1. Open your browser and go to *https://myci.csuci.edu* or connect through *www.csuci.edu* and click on the myCI icon. The list of compatible web browsers can be found at http://www.csuci.edu/cicms/peoplesoft-certified-browsers.htm



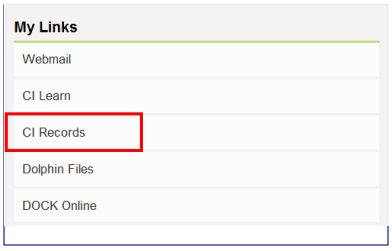
2. If you are a first time user of myCI, you must "Activate Your Account". Click on the Activate Your Account link and follow the instructions on the page.

3. Once you have activated your account, navigate to https://myci.csuci.edu and enter the following on the sign-in page:
   a. Dolphin Name* (ex. first.last###)
   b. Dolphin Password* (the one you just created)
   c. Click on "Sign in" to log in.

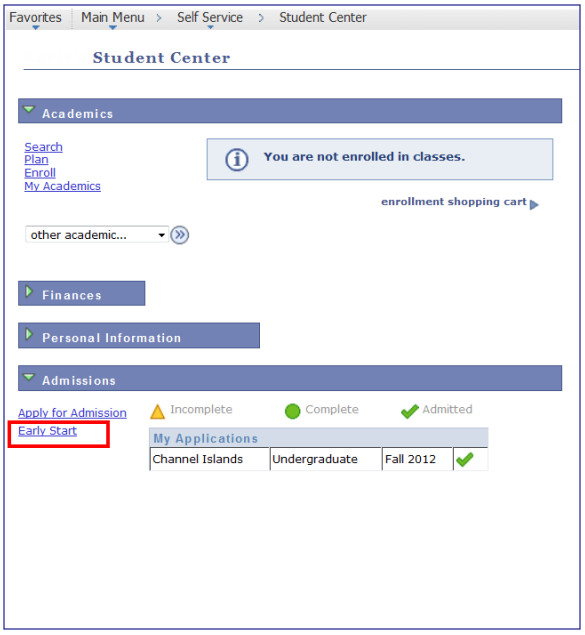
   *Both are case sensitive.



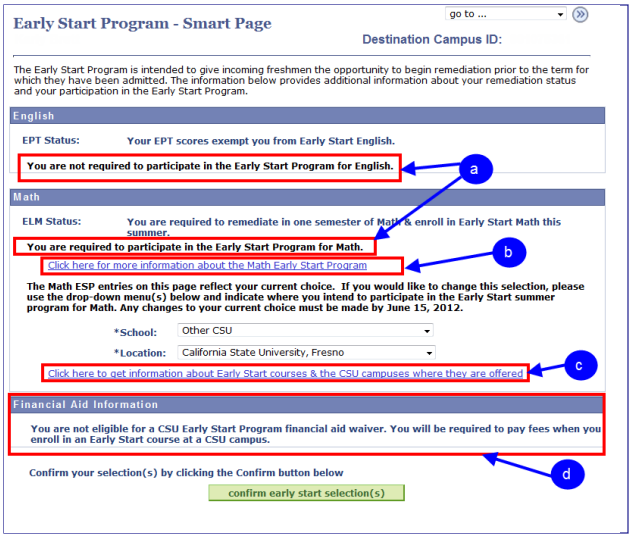
4. Once you are logged into myCI, click on **CI Records** in the *My Links* section. You will be logged in to the Student Center.



5. Once in the **CI Records Student Center**, go to the Admissions section at the bottom of the page and click on the "Early Start" link to access the Early Start Program Smart Page.

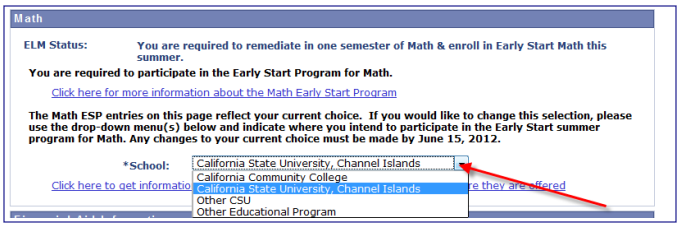


6. Once in the **Early Start Program Smart Page**. You will be provided with the following information:
    a. If you are required to participate in the Early Start Program for English and/or Math
    b. Link to more information for CSU Channel Islands (http://www.csuci.edu/earlystart)
    c. Link to more information for the California State University system (http://earlystart.csusuccess.org/smart)
    d. If you qualify for a Financial Aid waiver.

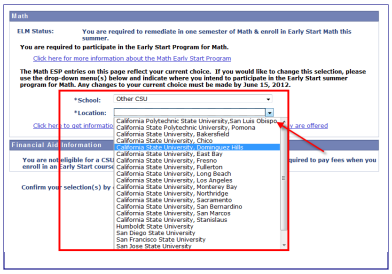


7. If you are required to participate in the Early Start Program for English or Math, let us know where you plan to enroll this summer (e.i. CSU Channel Islands, Other CSU, California Community College) to complete the requirement:

    a. Use the drop down to select the type of institution.

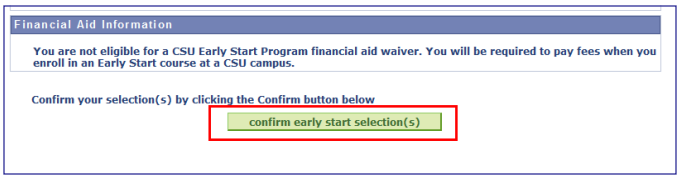


    b. Use the second drop down to select the institution.



Note: Course listings for all CSUs are located at http://earlystart.csusuccess.org/smart

8. Once you select the institutions you will enroll in for the Early Start Program during the summer*, click on the "Confirm Early Start Selection (s)" button. You will be taken to a summary page. Click on the "Confirm Early Start Selection (s)" button once again.



**Registration for the Early Start Program at CSU Channel Islands will begin on May 27, 2014. Students will receive communication via e-mail as the time approaches.*

If you have questions about the Early Start Program,
please visit the CI's Early Start Program web page www.csuci.edu/earlystart,
visit the Enrollment Center in Sage Hall, Room 1020,
call (805) 437-8520, or e-mail admissions@csuci.edu