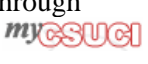

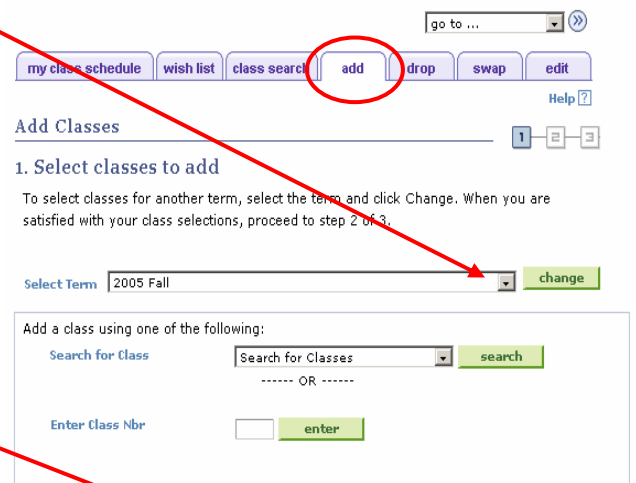
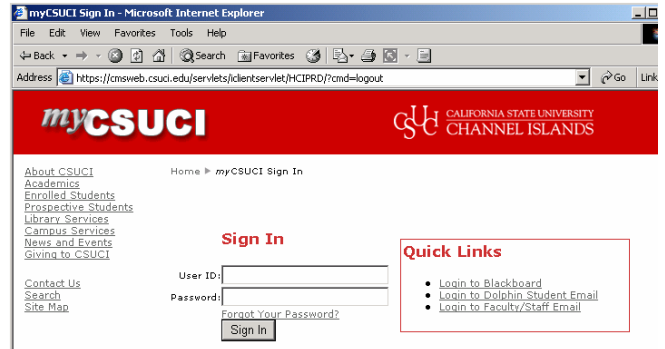


How to Use MyCSUCI (PeopleSoft)

Enrolling in Classes

- Open Internet Explorer and browse to <http://my.csuci.edu>, or connect through www.csuci.edu and click on the  icon.
- On the sign-in page, enter your User ID and password to log in. Both are case sensitive. (*See the bottom of reverse page if you forgot your password.)
- To **Enroll in a Class**:
 - Click on the “Self Service” menu option.
 - Click on the “Student Center.”
 - Click on the “Add a Class” link.
- In the “Select Term” field, click on the  to see a drop-down list of available academic terms.
 - Search for a class, or enter class number.
- Select the section you want by clicking on the hyperlink. To search for a class, enter your class search parameters, then click on section hyperlink.
- If you don’t want the class you’re viewing, click on “Select Class” or “Return to Results.” Once you select a class you will be taken to “Enrollment Preferences.”
- Click on the “Next” button. Note: If the class is full, you can be waitlisted by checking the “Wait List” checkbox. If the class requires a permission number, enter it on this page.
- Click on the “Proceed to Step 2 of 3” button. This will take you to the “Confirm Classes” page.
- Confirm your schedule by clicking on “Finish Enrolling.” This will take you to the “View Results” page, where you will see whether your enrollment was successful.



Wait List	<input checked="" type="checkbox"/> Wait list if class is full
Permission Nbr	<input type="text"/>
Grading	Letter Grade
Units	4.00

10. To Drop a Class:

- Click on the “Self Service” menu option.
- Click on the “Student Center.”
- Click on the “Drop a Class” link.

11. In the “Select Term” field, click on the ▼ to see a drop-down list of available academic terms.

- Select the class you wish to drop and click on the “Drop Selected Classes” button. This will take you to the “Confirm Selection” page.

12. Complete process by clicking the “Finish Dropping” button. This will take you to the “View Results” page.

13. To Swap a Class:

- Click on the “Self Service” menu option.
- Click on “Student Center.”
- Click on “My Class Schedule.”
- Click on the “Swap” tab.

14. Select the classes you wish to swap:

- In the “Swap this Class” section, click on the ▼ and select the class from your schedule you wish to swap.
- In the “With this Class” section, search for a class using the “Search for Class” drop-down menu or enter a class number.

15. Select the section you want and click next. Click on “Finish Swap” to complete the action.

Select	Class	Description	Days/Times	Location	Instructor	Units	Status
<input type="checkbox"/>	ANTHRO 405-1 (1228)	Approaches to Archeology (Lecture)	MWF 1:00PM - 1:50PM	TBA	Staff	3.00	✓
<input type="checkbox"/>	ANTHRO 405-1D (1230)	Approaches to Archeology (Discussion)	M 3:00AM - 5:30AM	TBA	Staff		✓

go to ...

my class schedule wish list class search add drop swap edit Help ?

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Select Term: 2005 Fall change

Swap This Class

Select from your schedule: ANTHRO 405: Approaches to Archeology

With This Class

Search for Class: Search for Classes search

Enter Class Nbr: enter

Update Personal Information:

1. To Change your Address, email or phone number:

- Click on the “Self Service” menu option.
- Click on the “Campus Personal Information” option.
- Click on the appropriate hyperlink.
- Note: Your “mailing address” is the address used for all correspondence.

2. To Change your Password:

- Click on “My System Profile.”
- Click on “Change My Password” and proceed from there.

3. To View any Holds on your account:

- Click on the “Student Center” option and go to the “Holds” section. Click on details.

PeopleSoft.

Menu

Search:

- CI Customizations / Interfaces
- Self Service
 - Enrollment
 - Campus Finances
 - Campus Personal Information
 - Academic Records
 - Degree Progress/Graduation
 - Transfer Credit
 - Student Center
 - My Personalizations
 - My System Profile

Main Menu >

Self Service

Navigate to your self service information and activities.

Student Center

Use the student center to manage school related ac

Campus Personal Information

Maintain your personal information and review holds pending to your record.

- Addresses
- Phone Numbers
- Email Addresses
- 5 More...

Transfer Credit

Evaluate classes for transfer and view your transfer report.

- View Transfer Credit Report

***If you have forgotten your password**, contact the IT Helpdesk at (805) 437-8552. **If you need registration assistance**, visit the Enrollment Center with your Student ID, located on the 1st floor of Sage Hall, or call us at (805) 437-8500.