How to Enroll in Early Start Classes

CI Records provides access to enroll in the CSU Early Start Program classes and make payments. Registration for the Early Start Program at CSU Channel Islands will begin in early May. Exact dates will be posted on the CSU Channel Islands Early Start Program webpage and communicated to students via e-mail as the time approaches. For more information on who is required to participate in the Early Start Program, visit: [http://www.csuci.edu/earlystart/](http://www.csuci.edu/earlystart/) or [http://earlystart.csusuccess.org/smart](http://earlystart.csusuccess.org/smart)

### Returning myCI Users

1. Open your browser and go to [https://myci.csuci.edu](https://myci.csuci.edu) and log into your portal. **Skip to step 3.**

### First-Time myCI Users

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.

   Once you have activated your account, navigate back to [https://myci.csuci.edu](https://myci.csuci.edu) and enter the following on the “myCI Sign-In”:
   a. Dolphin Name* (ex. Ekho.Dolphin016)
   b. Dolphin Password*
   c. Click on "Sign In" to log in

   *Both are case sensitive

3. Once you are logged into myCI, click on CI Records under the My Links section. You will be redirected to your Student Center.
4. Once in the CI Records Student Center, click on the **Enroll in Early Start** button.

5. Select the **Search** button; it will prompt you to **Class Search Criteria**, here you will want to select the **Course Subject** drop down menu. Select Early Start English or Early Start Math, then click **Search** again.

6. Locate then choose the desired course by pushing **Select Class** button.
7. The selected course will be added to your shopping cart. Verify that the information is correct and then select the **Proceed to Step 2 of 3** button.

8. Review the class selection and then select **Finish Enrolling** button.

9. To add another class into your cart, select the **Add Another Class** button, then return to Step 6.

10. When completed with enrolling in the desired classes your class schedule can be reviewed by selecting the **My Class Schedule** button.
11. Make a payment by navigating back to the **Student Center**, under the **Finances** section you will see **Make a Payment** which takes you to **CashNet**.

If you have questions about the Early Start Program, please visit the CI Early Start Program webpage [www.csuci.edu/earlystart](http://www.csuci.edu/earlystart) or e-mail [admissions@csuci.edu](mailto:admissions@csuci.edu)