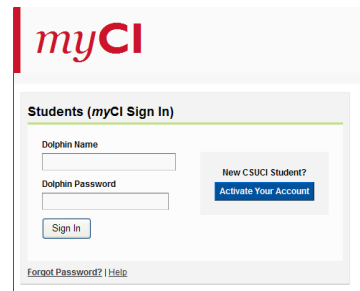


## How to View Your CI Academic Requirements Report (CARR)

The CARR is a student specific customizable electronic report that outlines General Education, Graduation, Major and Minor requirements for undergraduate students.

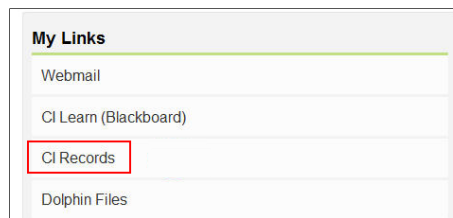
1. Open your browser and go to <http://myci.csuci.edu> or connect through [www.csuci.edu](http://www.csuci.edu) and click on the myCI icon.
2. On the sign-in page:
  - a. Enter your Dolphin Name\* (ex. first.last####)
  - b. Enter your Dolphin password\*
  - c. Click on "Sign in" to log in.



The image shows the myCI sign-in page. It features a header with the 'myCI' logo. Below the logo is a section titled 'Students (myCI Sign In)'. This section contains two input fields: 'Dolphin Name' and 'Dolphin Password'. To the right of these fields is a button labeled 'New CSUCI Student? Activate Your Account'. Below the input fields is a 'Sign In' button. At the bottom left of the sign-in area are links for 'Forgot Password?' and 'Help'.

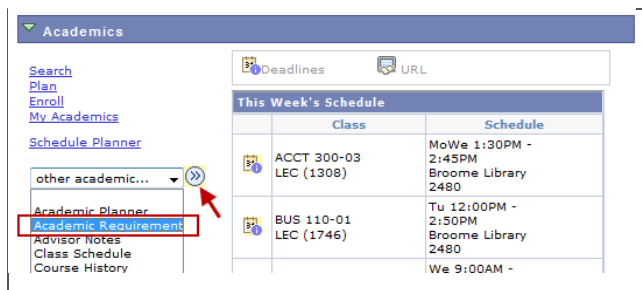
\*Both are case sensitive.

Note: New students must click on the "Activate Your Account" link and follow the instructions.



The image shows the 'My Links' section of the myCI interface. It lists several links: 'Webmail', 'CI Learn (Blackboard)', 'CI Records' (which is highlighted with a red box), and 'Dolphin Files'.

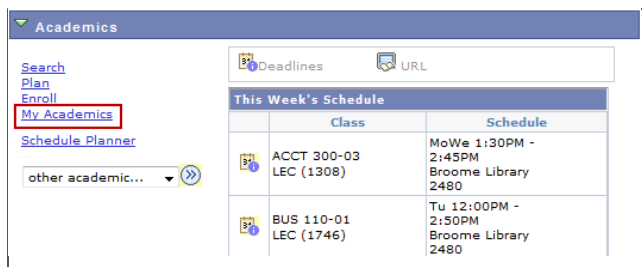
3. Once you are logged into myCI, click on **CI Records** in the *My Links* section.
4. Once in the Student Center, there are two ways you can run your report. In the drop down menu, select "Academic Requirements" then click the arrow icon.



The image shows the 'Academics' page in the myCI interface. On the left side, there is a navigation menu with options like 'Search', 'Plan', 'Enroll', 'My Academics', and 'Schedule Planner'. Under 'My Academics', a dropdown menu is open, and 'Academic Requirement' is selected and highlighted with a red box. A red arrow points to the right-pointing arrow icon next to the dropdown. To the right of the menu is a 'This Week's Schedule' table.

Class	Schedule
ACCT 300-03 LEC (1308)	MoWe 1:30PM - 2:45PM Broome Library 2480
BUS 110-01 LEC (1746)	Tu 12:00PM - 2:50PM Broome Library 2480
	We 9:00AM -

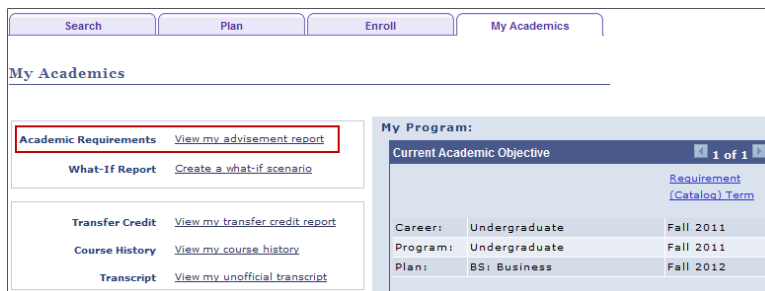
5. You may also click on the "My Academics" link. To view your CARR, click on the "View my advisement report" link in the "My Academics" tab. This will direct you to your academic requirements.



The image shows the 'Academics' page in the myCI interface. The 'My Academics' link in the navigation menu is highlighted with a red box. The 'This Week's Schedule' table is also visible, showing the same class and schedule information as in the previous screenshot.

6. Review your CARR and ensure your coursework is fulfilling your General Education, Graduation, Major/ Minor requirements as expected.

7. For guidance on understanding your CARR, visit [www.csuci.edu/records-registration/](http://www.csuci.edu/records-registration/)



The image shows the 'My Academics' page in the myCI interface. The 'View my advisement report' link is highlighted with a red box. The page also displays a 'My Program' section with the following information:

My Program:		
Current Academic Objective	1 of 1	
	Requirement	[Catalog] Term
Career:	Undergraduate	Fall 2011
Program:	Undergraduate	Fall 2011
Plan:	BS: Business	Fall 2012

**For assistance in understanding your CI Academic Requirements Report (CARR),** please visit the Academic Advising Center in the Bell Tower, Room 1595 or email [records.registration@csuci.edu](mailto:records.registration@csuci.edu)