How to Look Up Permission Numbers

Permission numbers are used for students who are attempting to add a course in CI Records during the first three weeks of the semester, or when instructor consent is required. Permission numbers expire after the third week of the semester.

1. Open your browser and go to https://myci.csuci.edu or connect through www.csuci.edu and click on the myCI icon.

2. On the sign-in page, enter your User ID and password to log in. Both are case sensitive.

3. Once you are logged into myCI, click on CI Records in the My Links section, and then navigate to the Faculty Center.

4. To view your class roster Permission numbers, click on the Permission Number Icon next to the specific class roster.

6. Select an unused Number and provide it to the student. The student should be able to register for the class in CI Records using this permission number Weeks 1-3 of the term.

*WARNING: Only one Permission Number per student. It is the instructor's responsibility to track which numbers have been given out. The student's name will appear next to the permission number once the student has registered.

If you need additional Class Permission Numbers, please contact your Program Analyst.
If students have questions, they can e-mail us at registrar@csuci.edu