

Online Registration Tips

<http://my.csufresno.edu>

Internet


You will need the following:

- A list of your desired courses
- A computer with internet service
- An on-campus e-mail account (i.e. joesmith@csufresno.edu) with a user name and password
- If you do not have an on-campus e-mail account, you may open one by going to <http://my.csufresno.edu> and clicking on "Get an account now" in the box on the left-hand side. To create a new account, you will need to use your newly-assigned 9-digit school ID# (which likely starts with a 102 or 103...)

To register online:

1. Log on to <http://my.csufresno.edu> – Click the log-in button
2. Enter your user name and password & click on "Student Portfolio"
3. Under "Registration" – click on "Add/Drop Classes" – Click on the appropriate term
4. Enter your classes by the 5-digit class number
5. Hit the "Tab" key to reach another screen – click "OK" on that screen if everything is correct
6. Once you have entered all the classes, click the yellow "Submit" button at the bottom right
7. If the right-hand column reads, "Success," you are registered in the course; if it reads, "Errors Found," click on the link to find out what the error is – typically course is full or a time conflict exists
8. Verify your final schedule at "View my Course Schedule" or "View my Weekly Schedule" and print it out


Registering for a lab class:

If you are entering a lab class, enter the lecture class first and hit "Tab." This will take you to the second screen, and give you a "Related Lab" box next to the  symbol. You must always put the lecture class in first, and then enter the lab on this next screen. You cannot register for the lab otherwise.

To look up availability in classes:

1. Log on to <http://my.csufresno.edu>
2. Enter your user name and password in the top left-hand corner & click on "Student Portfolio"
3. Under "My Menu," click on "Plan Class Schedule"
4. Next click on "Search Course Listings" and then type in the course name (e.g. Math) next to "Course Subject(s)" and course number (e.g. 45) next to "Catalog Number(s)" and click "Search." (Note: The course subject abbreviation needs to be exact so please make sure to click on "list of subjects" to identify the exact course subject abbreviation. If you enter this incorrectly, the "Search Results" will say that there was "no record found.") This screen will tell you if the class is closed or there are seats remaining.
5. Remember that the number you are looking to register with is the 5-digit "Class Number"
6. To see a course description, click on the title of the class under the "Description" column. This link is on the page titled "Search Results."
7. Please note that the "Search Results" page will show the remaining seats in a course. You may have to scroll to the right to view this information.

To look up the Schedule of Courses online:

1. Log on to <http://my.csufresno.edu>
2. Enter your user name and password in the top left-hand corner
3. Click on "Student Portfolio"
4. Under "Class Schedule," click on "Search Class Schedule," and the current semester
5. Use the  symbol button to find the subject you are searching

6. Place the first few letters of the subject in the "Subject Area" and press the "lookup" button
7. Place the numerical portion of the class in the box that says "Catalog Number," (e.g. 1LP for English 1LP)
8. If you're looking for open classes, make sure the box is checked that says "Open Classes Only" and click "Search"
9. If the computer tells you "No results found," this means there are no *open* classes in your search; if you want to find all classes, uncheck the box that says "Open Classes Only"
10. Remember that the number you are looking for to register with is the 5-digit "Class Number"

If you need assistance or have difficulty logging in, call the Student Help Desk at (559) 278-5000.