my CSN /Canvas Pocket Guide

Sign In

MYCSN LOG-IN
> Go to the CSN homepage at **www.csn.edu** and click on Login and then click on the MyCSN link
> Enter your NSHE ID# and Password – click Sign In button
> Select the **Enter MyCSN Student Center** link to continue
> Review your MyCSN Student Center Homepage and check your enrollment date
> Click the **Enroll** link to begin class search for the available enrollment term

Search

HOW TO: SEARCH FOR CLASSES
> Search for classes by clicking on the "Search For Classes" button. Please note that the current semester will automatically be the default Term. If you are searching for the next semester then click on the down arrow and the next semester will appear.
> If you know the subject prefix then you can enter it in the box after the **"Select Subject"** box (example, ENG for English). If you are not familiar with subject prefixes then click on the **"Select Subject"** and all subjects are listed in alphabetical order.
> If you know the course number then enter it in the box, otherwise click Search and the classes under that subject will appear.
   • *Do not include the "B" suffix when searching for classes, for example, when searching for "ABDY 101B" type "ABDY 101"*
> Each class will list their **"Status"** (open, closed, waitlist) at the end of each row.
> Before selecting a course, review the course details (click on the link next to Section)
> **Select** the course of your choice and then click **Next** to add to your Shopping Cart
> Repeat previous steps by clicking **Start a New Search** to select additional classes
> Remember: Selected classes are only in your Shopping Cart... You still need to Enroll

Enroll
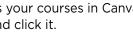
HOW TO: ENROLL INTO CLASSES
> To Enroll – click the **Show All** link to review course selections in your Shopping Cart
> Review your selected courses and click **Enroll** to continue
> Click the **Finish Enrolling** link to complete your course enrollment process
> Review the status of your enrollment and click on the **My Schedule** link to continue
> Click on the **Printer Friendly Page** link to print a copy of your schedule
> Click on the **"Buy Books"** link for your book list.

Drop

HOW TO: DROP A CLASS
> To drop a class go to your My Class Schedule Page and select the *Drop* tab
> Click on the **Check Box** next to the course to be dropped
> Click the **Drop Selected Classes** button and review the class to be dropped
> Confirm your decision and click the **Finish Dropping** button and review the results
> Click on the **My Schedule** link to return to your My Class Schedule page

Canvas

HOW TO: LOG INTO CANVAS ACCOUNT
> Go to **CSN's homepage**
> Locate the **LOGIN** link at the top right of the homepage and click it.
> You will be taken to the **DASHBOARD** page.
> Click the **CANVAS BY INSTRUCTURE** logo.
> You will be taken to the Canvas Login screen.
> Enter your **10-digit NSHE ID number** in the **Canvas ID box**.
> Use the same password as you do for your CSN Network account. If you do not have one you can activate at this time.
> Then, click on the **Log in** box.
> You will be taken to your **Canvas dashboard** page.
> To access your courses in Canvas, locate the **COURSES** link in the blue bar on the left side of the screen and click it.