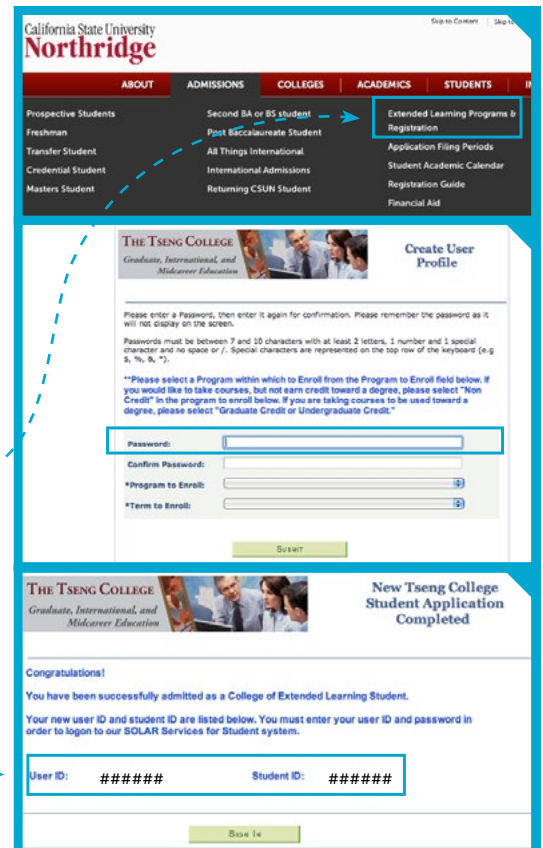




## First, create a student account

It just takes a few minutes to create a student account and get a CSUN ID Number and User ID. If you are a current or former CSUN student, skip this step and use your current portal login information.

- 1 Click on the **Get ID** button. (You may also go to the [CSUN home page](#) and select "Admissions" and "Extended Learning Programs and Registration.")
- 2 Fill in "New Tseng College Student Application" and "User Profile" forms
- 3 On the "Create User Profile" screen, create a password, then select:
  - "Program to Enroll": Select either "Graduate Credit" or "Undergraduate Credit," based on the level of courses you plan to take. Do not choose "Non Credit."
  - "Term/Session": Select "2155 – Summer Term 2015."
- 4 On the "New Tseng College Student Application Completed" screen, you will see your new CSUN Student ID Number and User ID. Save this information for your records!



## Ready! Enroll and pay

### Before you enroll in classes:

- Change your browser settings to allow pop-ups for payment transactions.
- Be prepared with your credit card information. Payment is due immediately.
- If necessary, have your Permission Number available.

- 1 Click on the **Enroll** button. (You may also log into the ["myNorthridge Portal"](#) on the CSUN home page.)
- 2 In the "My Checklist" box, click on the link for "Summer Appt/Enrollment."
  - Alternate pathway: If you don't see this link, use the "Enroll in Classes" icon on the right side of the page. A window will appear with available semesters: choose "Summer."
- 3 Read and acknowledge the "Fee Payment Acknowledgment" page.
- 4 The "Add Classes" page begins Step 1 of the enrollment process. Enter the 5-digit Class Number and click "Enter." The course info will appear and you can enter a Permission Number if you have one.
  - Click "Next" to proceed.
  - If you want to add another class, enter the Class Number here and proceed as before.
  - If you have no further classes to add, click "Proceed to Step 2 of 3."
- 5 Step 2 is the "Confirm Classes" page. If correct, click "Finish Enrolling."
- 6 In Step 3, "View Results" page, you will see if you have successfully enrolled and you will need to make a payment in order to maintain your enrollment. If you do not pay within two hours, you may be dropped from your classes. Click "Make a Payment" to complete the transaction.
  - Payment methods: Visa, MasterCard or Electronic Check (must wait 24 hours after account activation to pay by Electronic Check).

