

# WINTER TERM 2015-2016 HOW TO ENROLL

## First, create a student account

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.
- 2 Fill out the student application
- 3 On the next page under Program to Enroll, select either:
- 4 Graduate Credit or Undergraduate Credit
- 5 Save your Password, User ID, & Student ID

## 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 Go to the ["CSUN homepage"](#) and select the **"MYNORTHRIDGE PORTAL"** link to expand the myNorthridge Portal. Log into the "myNorthridge Portal" with your CSUN User ID and Password.

- On the right side of the page, within the **"Quick Links"** box, click on the link for **"Enroll in Classes"** icon. A window will appear with available semesters: choose **"Winter"**.

- 2 Read and acknowledge the **"Fee Payment Acknowledgment"** page.

- 3 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"**.

- 4 Step 2 is the **"Confirm Classes"** page. If correct, click **"Finish Enrolling"**.

- 5 In Step 3, the **"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).

