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 “Open University”.
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).

Visit the Open University - Spring for deadlines, fees, and policies.