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).

Visit the Summer Session website for deadlines, fees, and policies.