

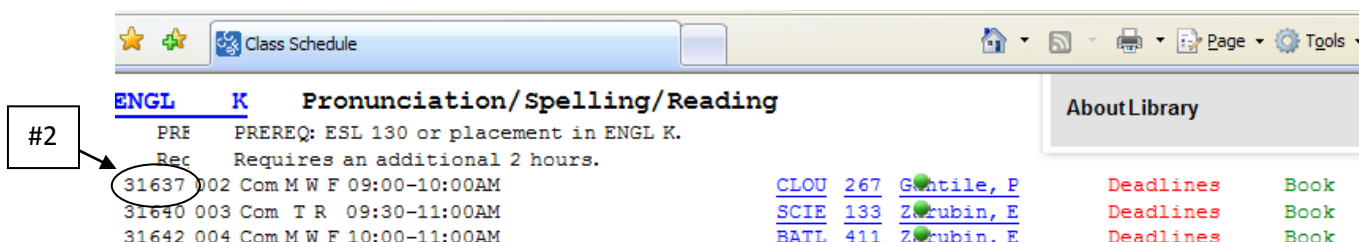
Register for Classes Online

(NOTE: Make sure your registration date and time has arrived by email.)

1. Under **CCSF QuickLinks**, click Class Schedule to access class schedule.



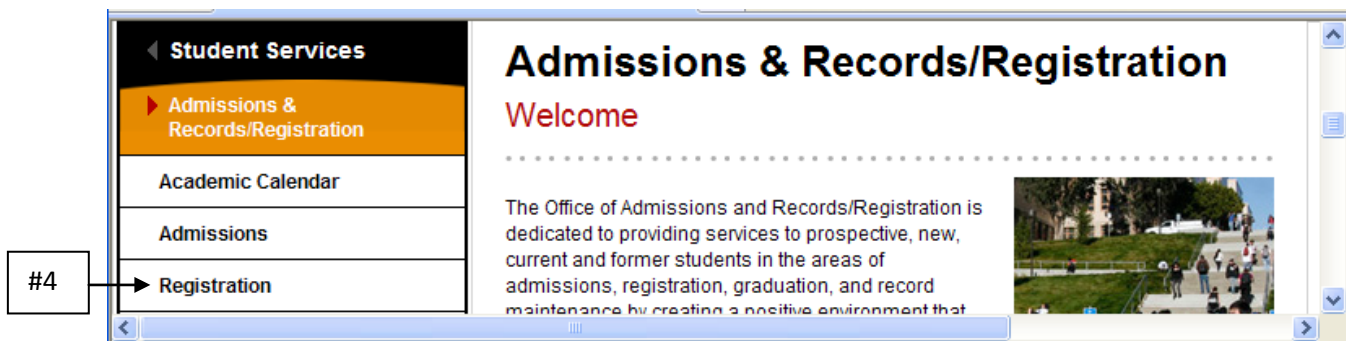
2. Locate the classes and write down their 5-digit CRN numbers.



3. Click Online Registration.



4. On the left side of screen, click Registration.



- On the right side of screen, **Under Quick Links**, click Online Registration.

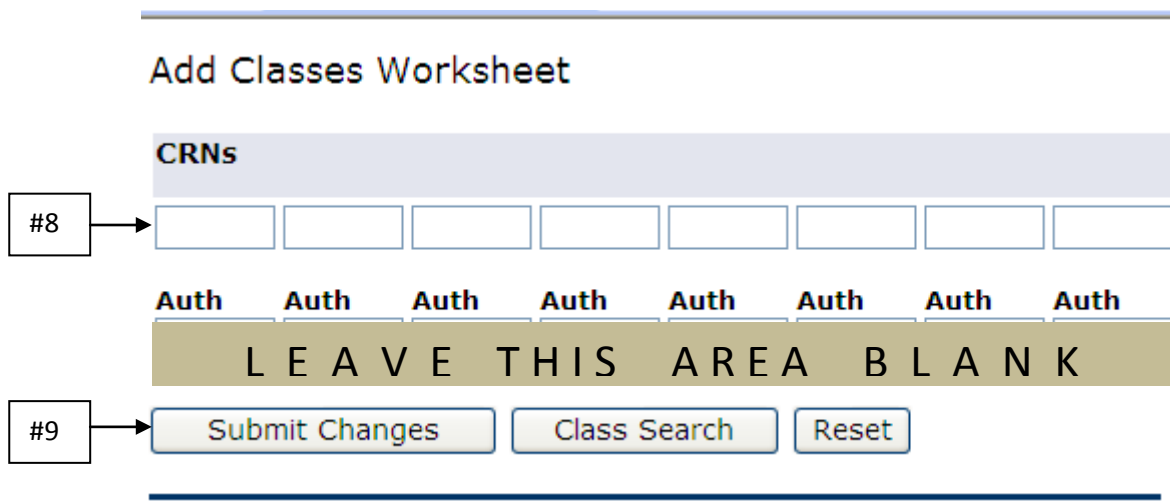


- Enter your **User ID and PIN** and then click Login.
 NOTE: Your User ID is your CCSF student identification number. You may also use your Social Security number. Your PIN is your six digit birthdate in the following format (mmddy), unless you changed it.

If you enter your password (PIN) incorrectly **3 times**, the system will lock you out. You will need to show your ID in PERSON at Conlan 107 Registration Desk to have your PIN reset.

- Click Student Services.
 Click Registration.
 Click Select Term.
 Select Spring 2010.
 Click Submit.
- Enter your class CRN numbers in the CRN boxes.
 Leave the **Auth** boxes blank.

NOTE: You can enter several CRN boxes at the same time.



NOTE: **Auth** boxes are needed **only** if you are adding a class **after** the first day of instruction begins; the instructor gives you an authorization code to add the class.

- Click Submit Changes.