If you would like to REGISTER in a class:

1. Go to www.ccsf.edu
2. Click on Register for Classes (on the right side of the screen)
3. Login to Web4 as demonstrated at the orientation (User ID is your CCSF student id#- on your folder from orientation or you can email academy@ccsf.edu for it again, and your pin is defaulted to your six-digit date of birth MMDDYY)
4. The first time you login you will be asked to reset your pin, you can keep your birthday as your pin or change it to another 6-digit number that you will remember
5. You will then be routed to the main menu
6. Click on Student Services and Financial Aid & EOPS
7. Click Registration
8. Click Add/Drop Classes
9. Select Spring 2015 from the drop down menu, click submit
10. The next screen may ask you to confirm information, to save time you can bypass this page by scrolling to the bottom to click “Submit Changes/Registration Menu”
11. At the bottom of the next screen you will see the words “Add Classes Worksheet” with CRN’s with empty boxes.
12. In the first box enter the 5-digit CRN (beginning with 7), click submit changes
13. On the next screen you will see your Current Schedule- please ensure that it says *Registered* under status.

If you would like to DROP a class:

1. Follow steps 1-9 from the left column
2. Under Current Schedule you will find the “Action” drop down menu
3. Select Drop/Remove from the drop down menu next to the class you are wishing to drop
4. Click submit changes to complete drop
5. On the next screen the course you were enrolled in should no longer appear.

* To avoid an ‘F’ or ‘W’ on your transcript, please be sure to drop a course that you no longer wish to take by the deadline listed below!

**SPRING 2015 IMPORTANT DATES/DEADLINES**

**SPRING SEMESTER STARTS:** Monday, January 12th
**LAST DAY TO ADD:** Friday, January 30th
**LAST DAY TO DROP:** Friday, February 6th
**LAST DAY TO REQUEST PASS/NO PASS:** Thursday, February 12th
**LAST DAY TO WITHDRAW:** Thursday, April 16th
**END OF SPRING SEMESTER:** Friday, May 22nd
Logging on to Web4 Student Portal:

**You may use Web4 to view and print your class schedule, request transcripts, and obtain a parking permit.**

WEB4 is available: Monday through Saturday 6:00am to 11:45pm.

1. Go to www.ccsf.edu
2. Click on the icon: Register for Classes (Web4)
3. Enter your CCSF student ID# as your User ID: (example: W1000999 or @00123456)
4. Click in the box located next to the word PIN. Your pin is initially your six digit birth date (MMDDYY).
5. Click on “login” (Steps #6, #7 and 8 are for first time users only)
6. Next you will see the message that your PIN# has expired. This means that you must change your PIN# to a new six digit number that is different from your birth date.
7. Bottom of Form- Old Pin is your six digit birth date- (MMDDYY) -New Pin is a new six digit number that you choose to use- Verify Pin is your six digit number again:

Re-enter Old Pin: 
New Pin: 
Re-enter New Pin: 

8. Next you will be asked to create a security question and answer. After creating your question and answer, press SUBMIT.
9. Once you see a welcome screen with your name on the top of the page, you have successfully logged on.

Checking Final Grades on Web4:

1. Login to Web4 (using Logging on to Web4 Instructions)
2. Click Student Services & Financial Aid & EOPS
3. Click Student Records,
4. Click Final Grades, Select Term to view grades

*If you do not know your CCSF ID#, please email academy@ccsf.edu, with your full name and date of birth.

To Request Official Transcripts:

1. Login to Web
2. Click Student Services & Financial Aid & EOPS tab
3. Click on Student Records
4. Click Order your Official Transcript and answer the questions to submit the request/ have your transcript sent to your preferred school.

*The first two transcripts ever requested are free, and $5 each after that.

Locked out of your web4 account?

If you have been locked out of your web4 account, please send an email to corrects@ccsf.edu, with your full name, CCSF ID#, and date of birth asking that your pin be reset.

*If you are currently enrolled you can hold off on sending it until your current grades post (but pay attention to deadlines for college’s asking for your transcript).