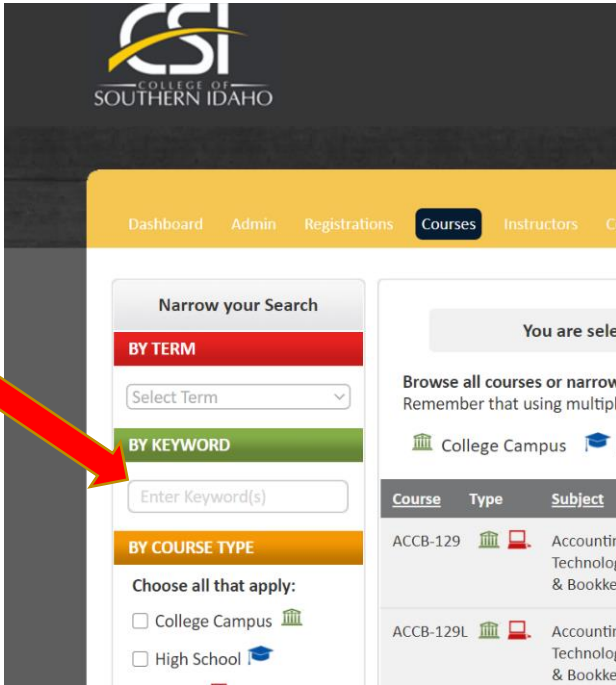


Registering for CSI Classes

Megan Lundberg | Early College Coordinator | mlundberg@csi.edu | (208) 732-6891
Help Desk: (208) 732-6311

- HIGH SCHOOL STUDENTS WILL **ALWAYS** USE DUALENROLL TO REGISTER FOR **ANY** CSI CLASS THEY TAKE.
- **IDLA COURSES** -- YOU NEED TO REGISTER THROUGH **BOTH IDLA & DUALENROLL!** REGISTER THROUGH IDLA FIRST, AND THEN THROUGH DUALENROLL, ONCE YOU KNOW YOUR INSTRUCTOR & CLASS SECTION.



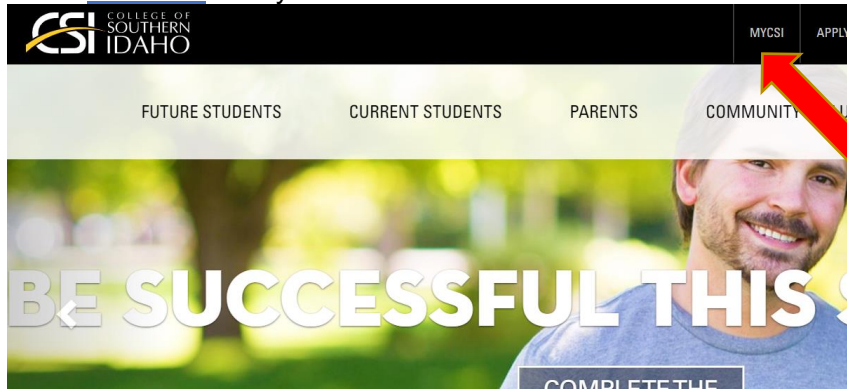
1. Go to CSI.EDU → “Future Students” → “Dual Credit” → scroll down to blue button “Login to DualEnroll”.
2. Type first 4 letters of the course in the “Keyword” box → hit **Enter** (see picture on left)
3. Click **blue link** with the course name.
4. Find the correct course section.
5. Click “Register”. Click “Continue”.
6. Click “View Status”. You will be able to view all the classes you’ve requested registration for in the “Status” tab.

***Do you know your drop deadline?? To drop a course, go to “Status” tab, find the class you want to drop, and select “Abandon” or “Drop”.

Make Sure You Are Registered in MyCSI

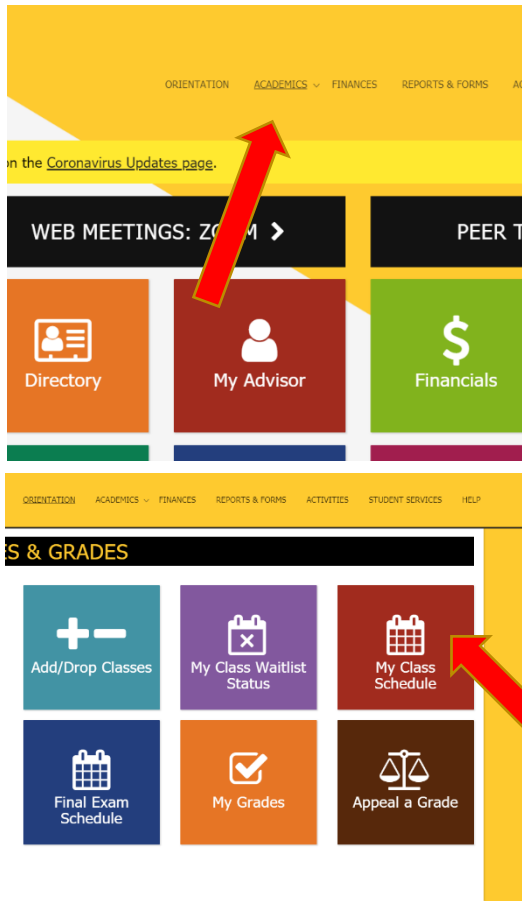
- IF YOU JUST CREATED AN ACCOUNT IN DUALENROLL, YOU **CANNOT COMPLETE** THIS STEP FOR 24 HOURS.
- REGISTERING FOR CLASSES IN DUALENROLL **DOES NOT GUARANTEE** YOU ARE REGISTERED. YOU NEED TO **CHECK YOUR MYCSI** ACCOUNT TO MAKE SURE YOU SEE YOUR CLASSES.
- THE STEPS BELOW SHOW YOU HOW TO LOGIN TO YOUR MYCSI ACCOUNT AND GO TO YOUR CLASS SCHEDULE. **YOU WILL NOT BE ABLE TO SEE YOUR CLASSES** THAT YOU REGISTERED FOR TODAY **FOR 24 HOURS**.

1. Go to CSI.EDU → MyCSI



2. Login to MyCSI
 - a. **Username: CSI Email Address** (If your name is “Mary Smith” try → msmith@csi.edu)
 - i. Note – emails are not case sensitive, you can use lower or upper case!
 - b. **Password: Birthday MMDDYYYY** (include zeroes (ie: April = 04), no slashes or dashes)
3. If “**don’t lose access...**” page pops up, click cancel at the bottom right. You can complete this another time, as it will pop up every time you login until you complete it.
4. If an **error message** pops up, please ignore this message, and try logging in this afternoon.

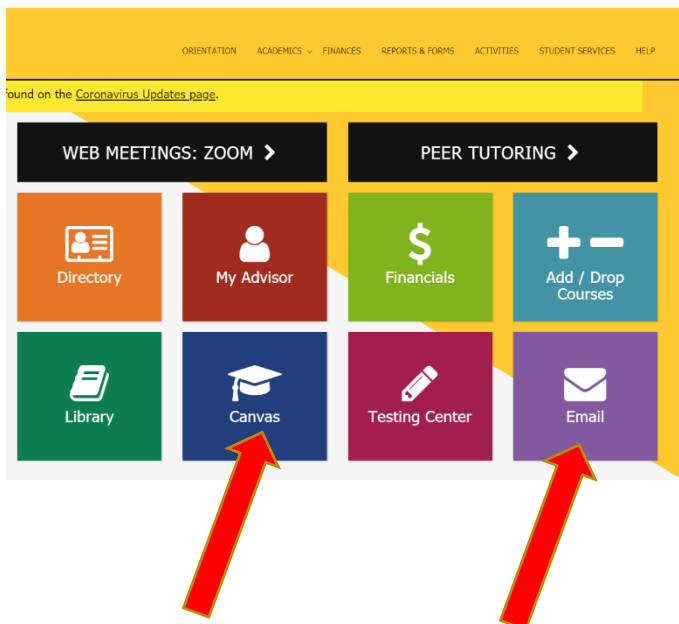
3 Things to Know How to Do in MyCSI



1. Check Your Class Schedule

Click “**Academics**” → “**My Classes and Grades**” → “**My Class Schedule**” → Enter in your CSI username & password → select the correct term (ie: Fall 2020) → click “**download**”

**Please make sure to check that the classes you are taking for dual credit are listed here. They should show 24 hours after registering in DualEnroll.



2. Check Your CSI Email

Please check your CSI email frequently! This is how CSI will communicate with you.

3. Check Canvas

Access your courses online. If this is a fully online course, this is where you will participate in it. NOTE: If it is an IDLA class, you may participate somewhere else. See your instructor for instructions.