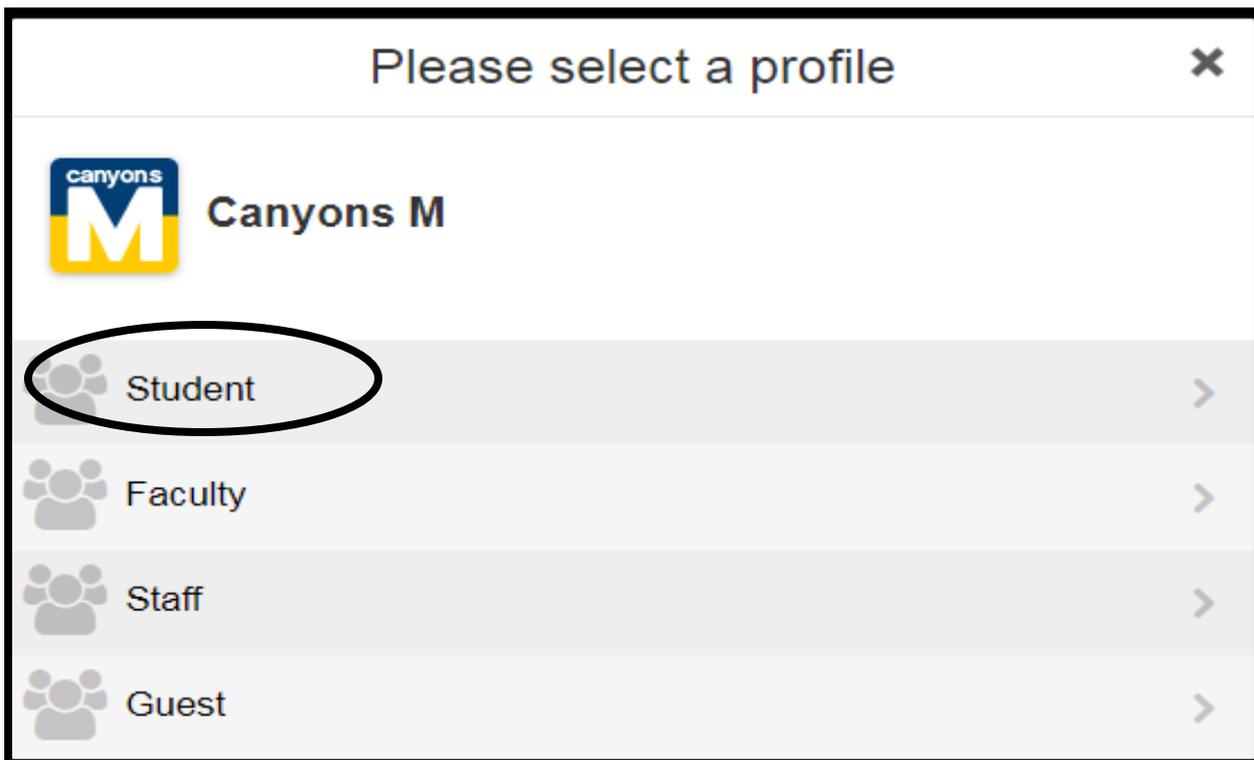


How to Register Classes via My Canyons

1. Visit www.canyons.edu and click “My Canyons.”



2. Click “Student.”



3. Type in your **CanyonsID** “Username” and “Password” and then click “Login.”

NOTE: Username is your COC student email address.

4. Enter the **OTP number** sent to your personal email address and then click “Login.”

Log In to CanyonsID

Username
Enter your username

Password
Enter your password

Login

[Forgot Password](#) | [Forgot Username?](#)

ENROLLMENT - ONE TIME PASSCODE

A One Time Passcode (OTP) was delivered to the alternate email address you provided.

to:
exxxxxx@gmail.com

Please enter the OTP. (Note: It may take 1 to 2 minutes for delivery)

Please check your alternate email for the OTP Code. Note that the email may be in your junk/spam folder.

Username
[REDACTED]@my.canyons.edu

Password
.....

Remember this device?

2nd Factor / One Time Passcode

[One Time Passcode\(OTP\) Options](#)

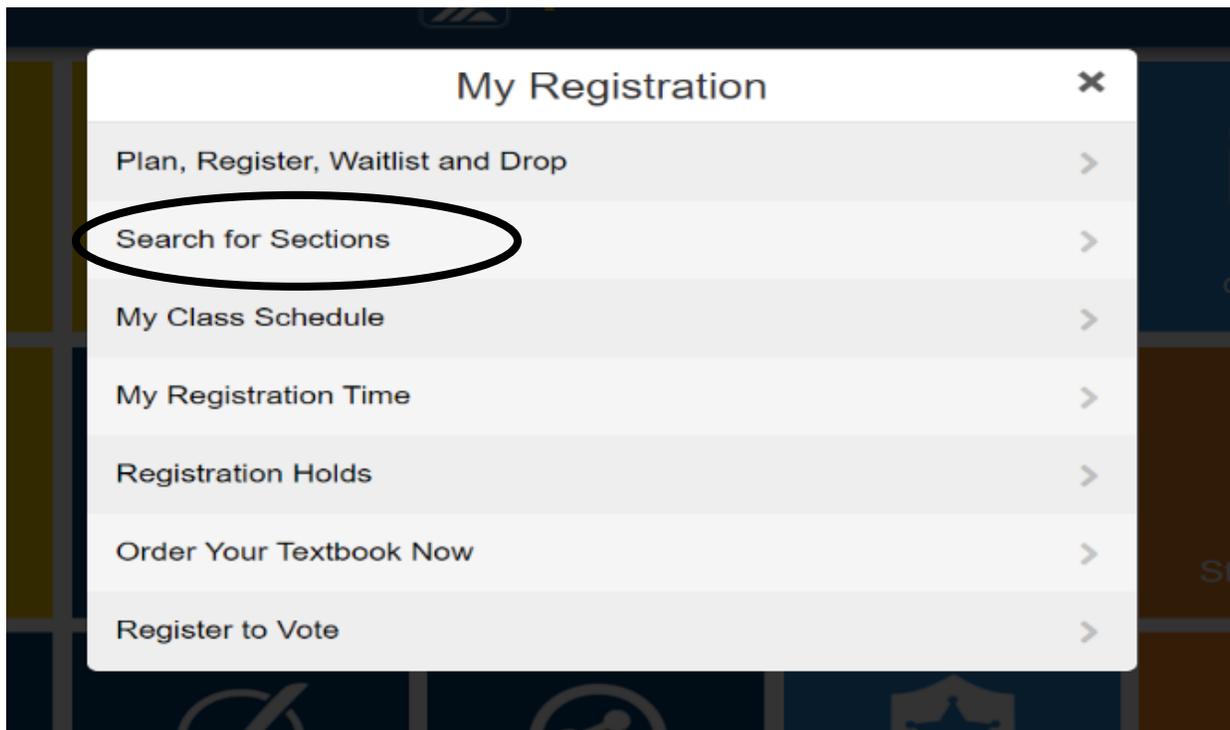
Login

Cancel

5. Click the **green** “My Registration” tile at the top left corner.



6. Click “Search for Sections.”



7. Using “**Advanced Search**,” select the “**Term**” you wish to register for from the drop-down menu. (example: Fall 2022)

The screenshot shows the myCanyons Course Catalog interface. At the top, there is a navigation bar with the myCanyons logo and user information (hshin2, Sign out, Help). Below the navigation bar, there is a search bar and a notification banner. The main content area is titled "Search for Courses and Course Sections" and includes a search input field. Underneath, there are two tabs: "Subject Search" and "Advanced Search". The "Advanced Search" tab is selected and circled. Below the tabs, there are radio buttons for "Catalog Listing" and "Section Listing", with "Section Listing" selected. The "Term" dropdown menu is circled, showing "Select Term". There are also input fields for "Meeting Start Date" and "Meeting End Date", both showing "MM/yyyy". At the bottom, there are three dropdown menus for "Courses And Sections": "Subject", "Course number", and "Section".

8. From the “**Courses and Sections**” drop-down menu, search alphabetically for “**Noncredit**” followed by a course subject (example: Noncredit ESL, Noncredit Career Skills).

The screenshot shows the myCanyons Course Catalog interface, similar to the previous one. The "Advanced Search" tab is selected. The "Term" dropdown menu is set to "Select Term". The "Meeting Start Date" and "Meeting End Date" fields are set to "MM/yyyy". The "Courses And Sections" dropdown menu is circled, showing "Subject". There are also input fields for "Course number" and "Section".

9. Scroll down to the bottom of this page and click “Search.”

A screenshot of a search interface with various filters. At the bottom, the 'Search' button is circled in black. The filters include:

- Subject (dropdown)
- Course number (text input)
- Section (text input)
- + Add More... (button)
- Days Of Week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday (checkboxes)
- Location: Select Location (dropdown)
- Academic Level: Select Academic Level (dropdown)
- Time Of Day: Select Time Of Day (dropdown)
- Time Starts by: hh:mm AM/PM (text input)
- Time Ends by: hh:mm AM/PM (text input)
- Course Type: Select Course Type (dropdown)
- Clear (button)
- Search (button, circled)

10. When the Course Sections list appears, click **Add** for the course you would like to enroll in.

A screenshot of the 'Course Sections' list. The 'Add' button for the first row is circled in black. The table shows the following data:

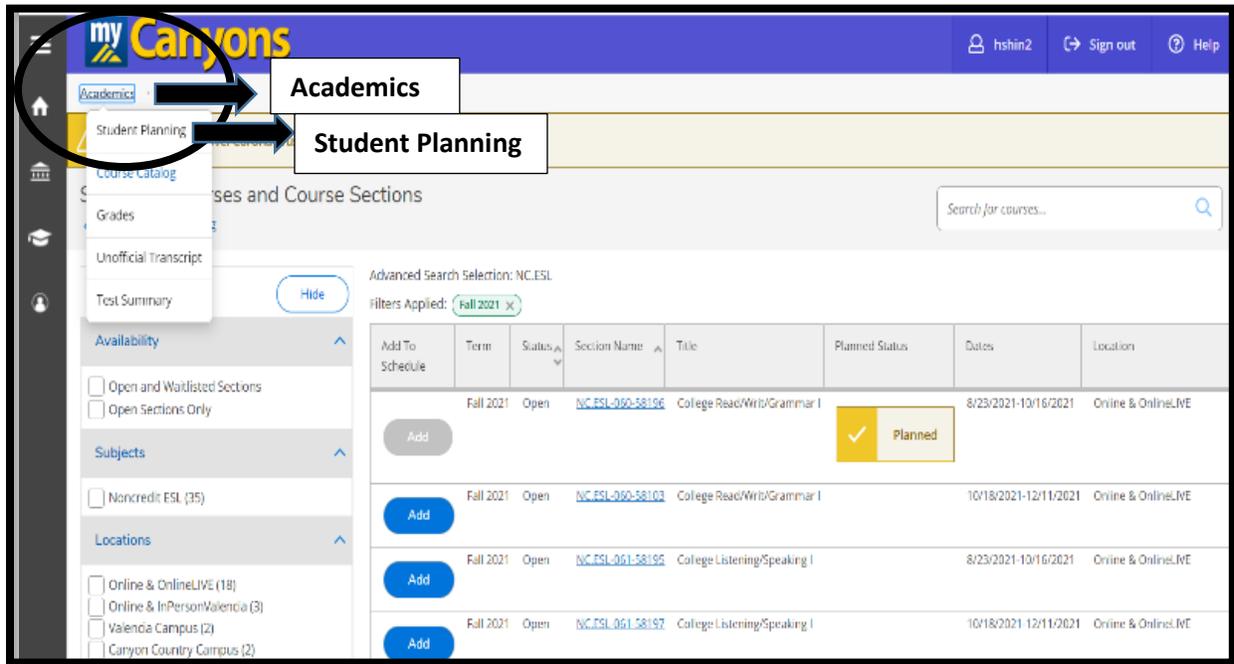
Add To Schedule	Term	Status	Section Name	Title
Add	Fall 2021	Open	NC.ESL-060-58196	College Read
Add	Fall 2021	Open	NC.ESL-060-58197	College Read
Add	Fall 2021	Open	NC.ESL-061-58195	College Lit
Add	Fall 2021	Open	NC.ESL-061-58197	College Lit
Add	Fall 2021	Open	NC.ESL-070-58197	College Read
Add	Fall 2021	Open	NC.ESL-071-58197	College Lit

11. When the Section Details window opens, review the course information and click “Add Section.”

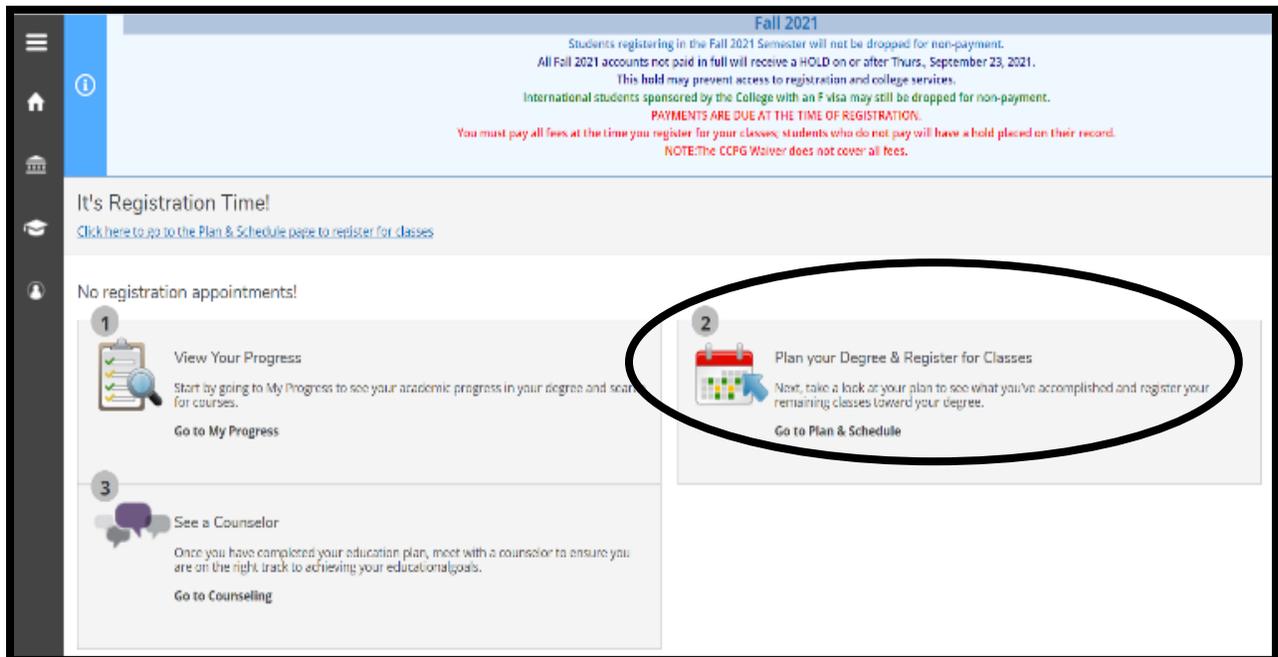
A screenshot of the 'Section Details' window for 'NC.ESL-060-58196 College Read/Writ/Grammar I Fall 2021'. The 'Add Section' button at the bottom right is circled in black. The details include:

- Instructors:** Khoury, M (peggy.khoury@canyons.edu)
- Meeting Information:** M, T, Th 6:00 PM 9:00 PM; 8/23/2021 - 10/16/2021; Online & OnlineLIVE, OnlineLIVE LIVE (Distance Ed, Internet-Based)
- Dates:** 8/23/2021 - 10/16/2021
- Seats Available:** 19 of 35 Total
- Credits:** 0
- Grading:** Pass/Fail
- Requisites:** Recommended Preparation: NC.ESL-4A NC.ESL-4B. - Recommended prior to taking this course, but is not required.
- Close (button)
- Add Section** (button, circled)

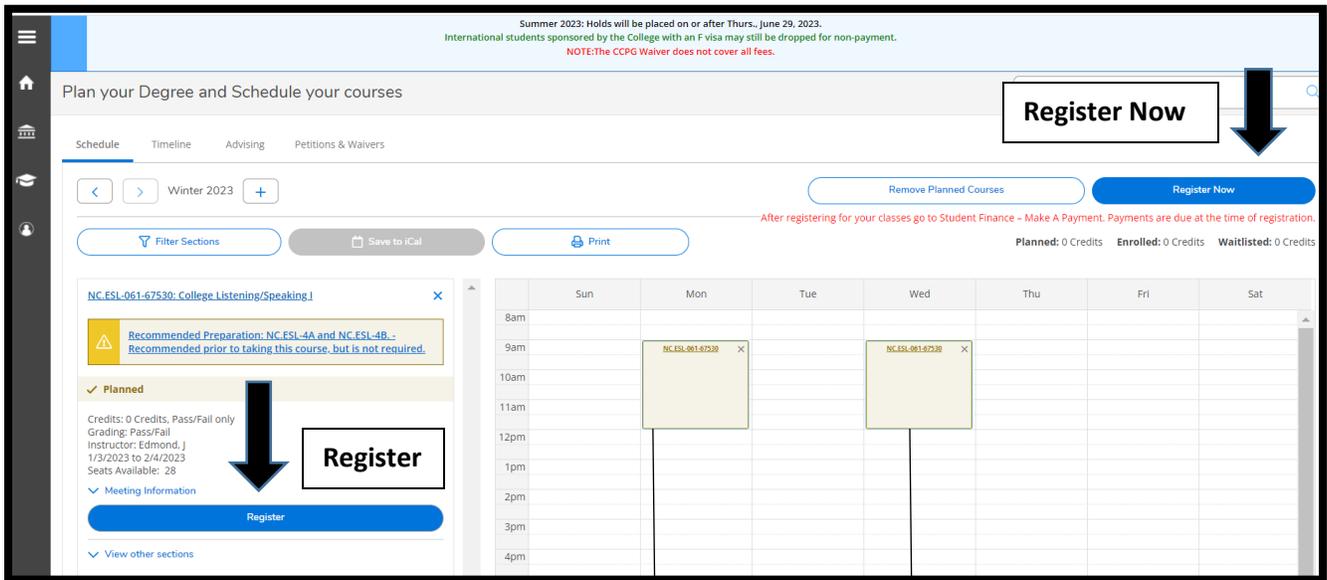
12. Once you have added all the sections to your course plan, click **“Academics”** and then click **“Student Planning.”**



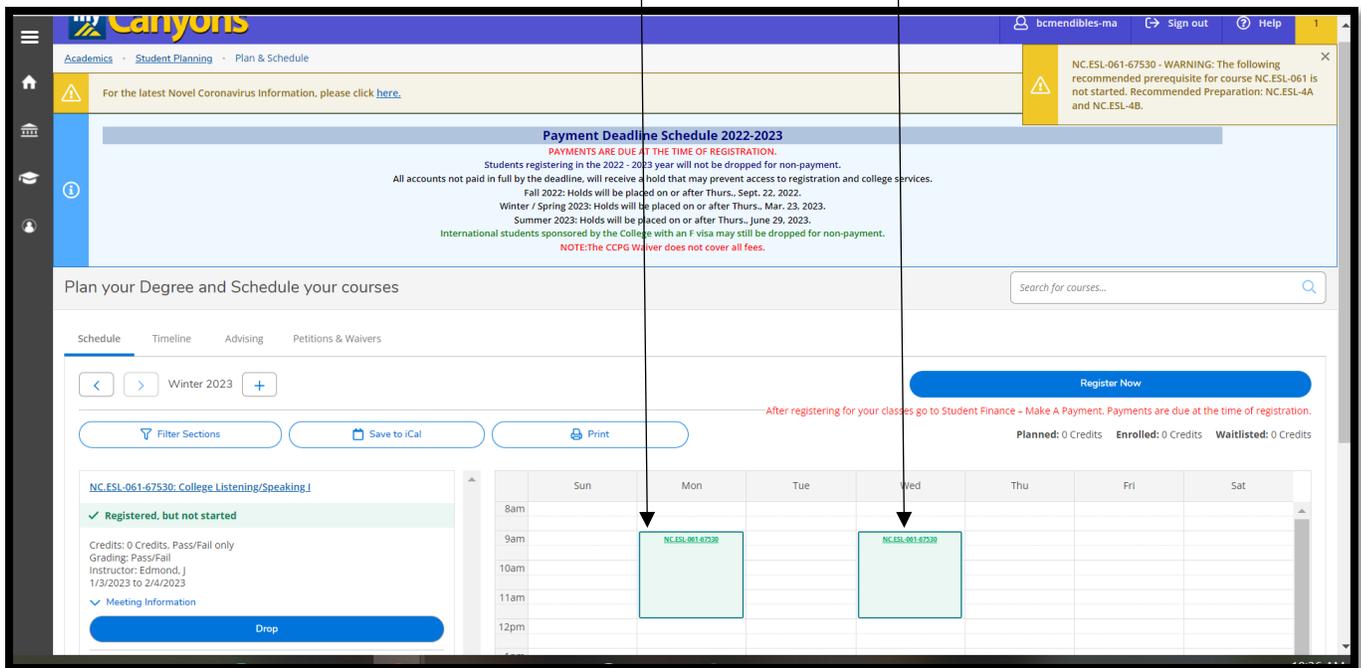
13. Click **“Plan your Degree & Register for Classes”** in order to finalize the registration process.



14. Click **“Register”** to add one section at a time, or click **“Register Now”** to add all the sections you have planned.



NOTE: Classes will turn from **brown color** to **green color** to show successful enrollment.



NOTE: For continuing students registering for a future term, make sure to use the **forward arrow “>”** to find the term in which you have planned a course. Then click the blue **“Register”** button to enroll.

The screenshot shows a web interface for planning a degree and scheduling courses. At the top, there are tabs for "Schedule", "Timeline", "Advising", and "Petitions & Waivers". Below the tabs, the current term is "Winter 2022", with a forward arrow button circled in black. To the right of the term are minus and plus buttons. Below this are three buttons: "Filter Sections", "Save to iCal", and "Print".

The main content area features a course card for "NC.ESL-061-58901: College Listening/Speaking I". The card includes a warning icon and a message: "Recommended Preparation: NC.ESL-4A and NC.ESL-4B. Recommended prior to taking this course, but is not required." Below this, the course is marked as "Planned" with a checkmark. Course details include: "Credits: 0 Credits, Pass/Fail only", "Grading: Pass/Fail", "Instructor: Glapa-Grossklag, A", "1/3/2022 to 2/5/2022", and "Seats Available: 31". A "Meeting Information" section is partially visible. At the bottom of the card, a blue "Register" button is circled in black.

To the right of the course card is a calendar view showing a grid for "Sun" and "Mon". The time slots range from 8am to 3pm. A yellow course card for "NC.ESL-061-58901" is placed in the 9am slot on Monday.