



## ONLINE REGISTRATION

[www.canyons.edu](http://www.canyons.edu)

### Click on “My Canyons”

#### YOU CAN:

- Add or drop classes throughout the term
- Search for classes by day, time, course name or even instructor
- Check your registration appointment
- Add or drop from the waitlist
- Change your email address or phone number
- Print a student bill or pay your fees

#### Request a Log-in Account

1. From the main menu, click on “Student,” then select **Create an Account/Reset your Login and Password**.
2. Fill out online form using the name submitted on your admissions application, enter your email address, and choose a password.
3. Your unique user name & password will be returned to you immediately.

#### Register for Classes

1. At **Registration Appointment** screen, verify your appointment date and time for the current term.
2. At **Change Email/Address/Phone**, update your information so we can notify you when we move you from the waitlist and register you in the class of your choice.
3. From the main menu, select **Register/Add Classes**.
4. At **Log-in** screen, enter your user name & password.
5. Either enter the 5-digit section number, or search for the classes for which you wish to enroll.
6. Choose **Preferred Sections**, to create a list of classes you may want to register for later.
7. Choose **Manage My Waitlist**, to check your waitlist status, or drop yourself from the waitlist.
8. Choose **My Class Schedule**, to verify your course selections, or print a copy of your schedule.
9. Choose **Optional Fees** to purchase parking, or obtain information about the student support fee.
10. Choose **Student Bill/Registration Statement** to view your fee total.
11. Choose **Make a Payment**, if you wish to pay your fees with a credit card.

#### Other Options

1. Choose **Change Password** to create a new password.
2. Choose **What’s my student ID?** to obtain a copy of your student ID.
3. Choose **Change my Educational Goal**, if your goals have changed since submitting your application for admission.
4. Choose **Drop Classes** to remove classes from your schedule.
5. Choose **Grades**, to get a copy of your grades from a previous term.
6. Choose **College Calendar**, for important dates this term.