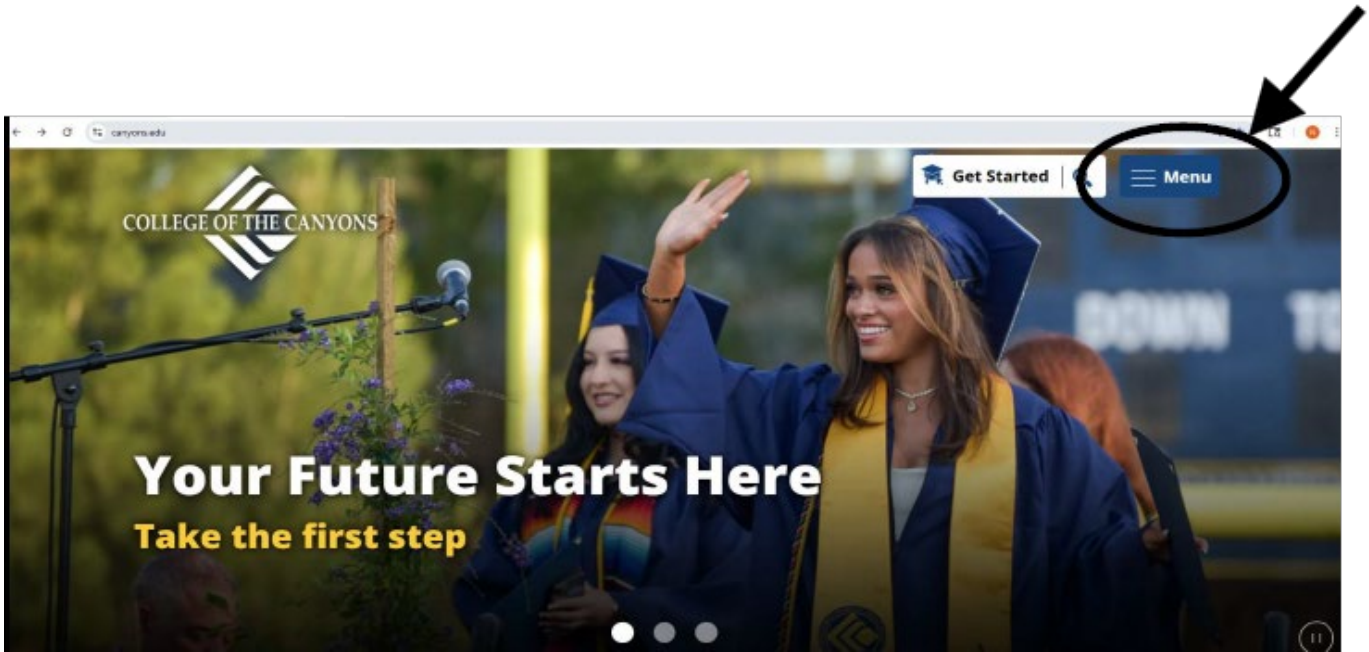
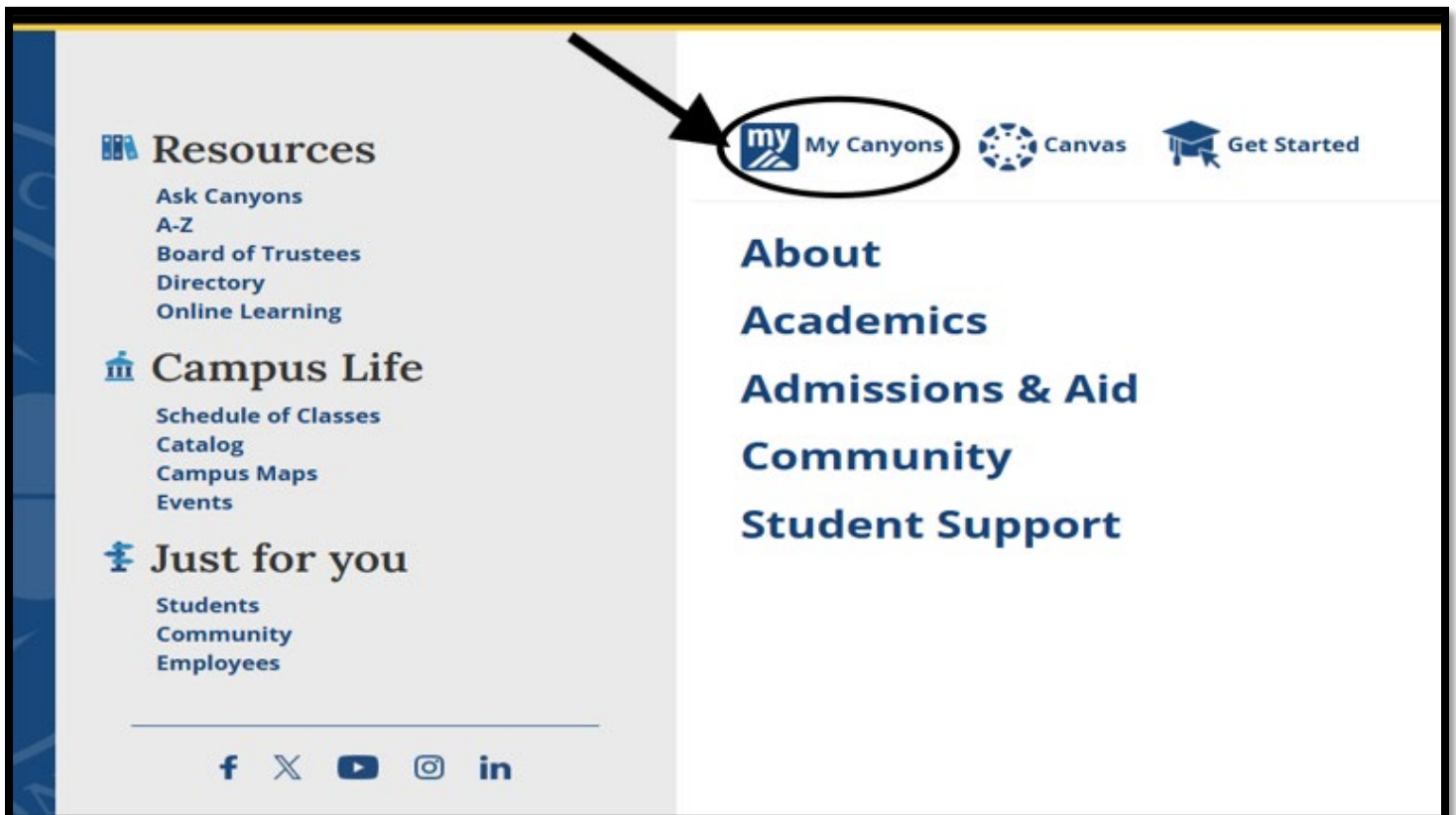


How to Register for Classes via My Canyons

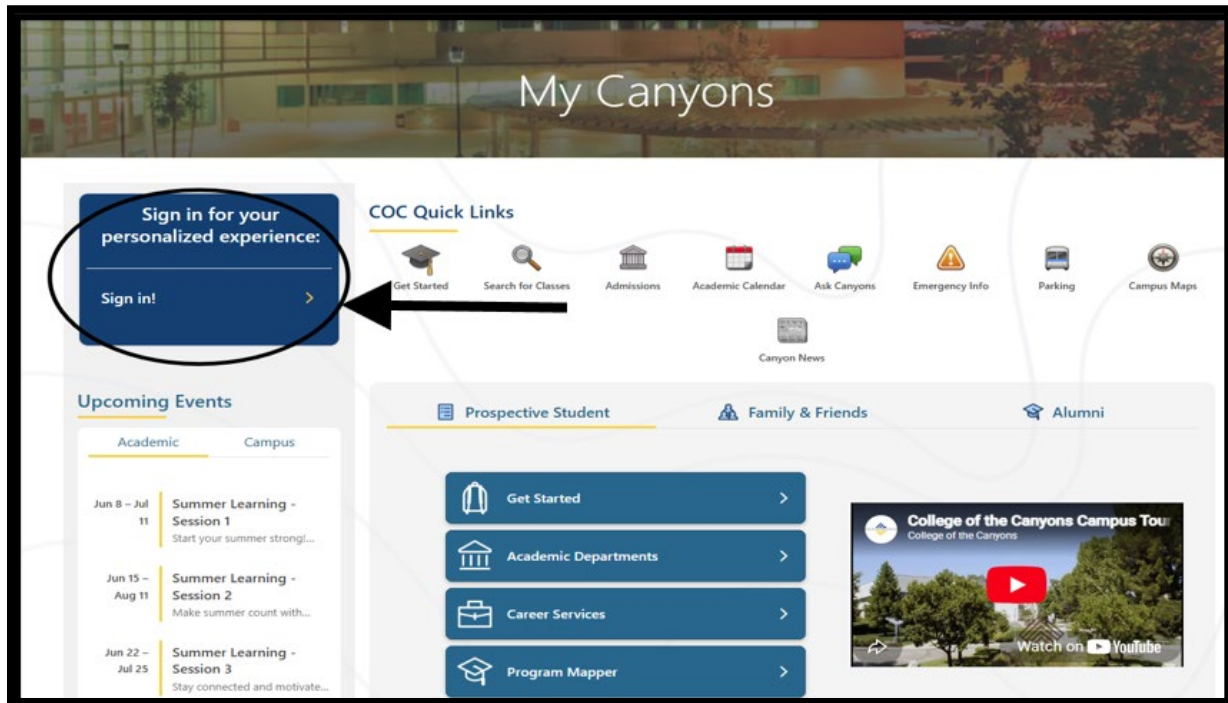
STEP 1: Go to www.canyons.edu and click **Menu** in the upper-right corner.



STEP 2: Click **My Canyons**.

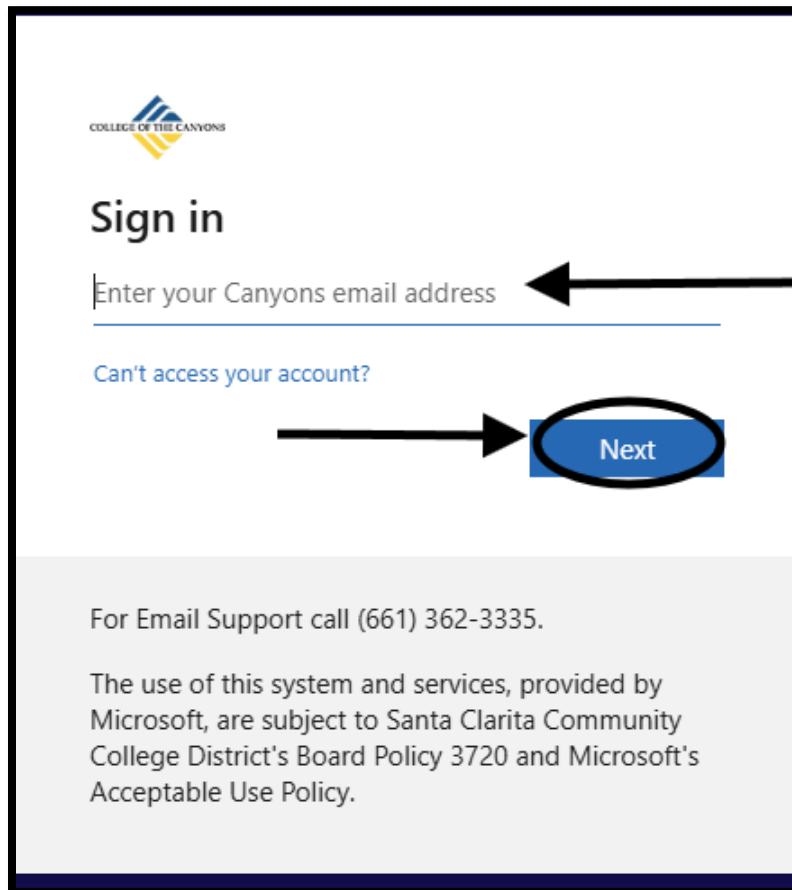


STEP 3: Click **Sign in!**



Step 4: Type your username and click **Next**.

NOTE: Username is your COC student email address.



Step 5: Type your password and click **Login**.

Log In to CanyonsID

Username

[Redacted Username]

Password

Enter your password ←

Login ←

[Forgot Password](#) | [Forgot Username?](#) | [Need help or have questions?](#)

Step 6: Enter the one-time passcode (OTP) sent to your personal email and click **Login**.

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

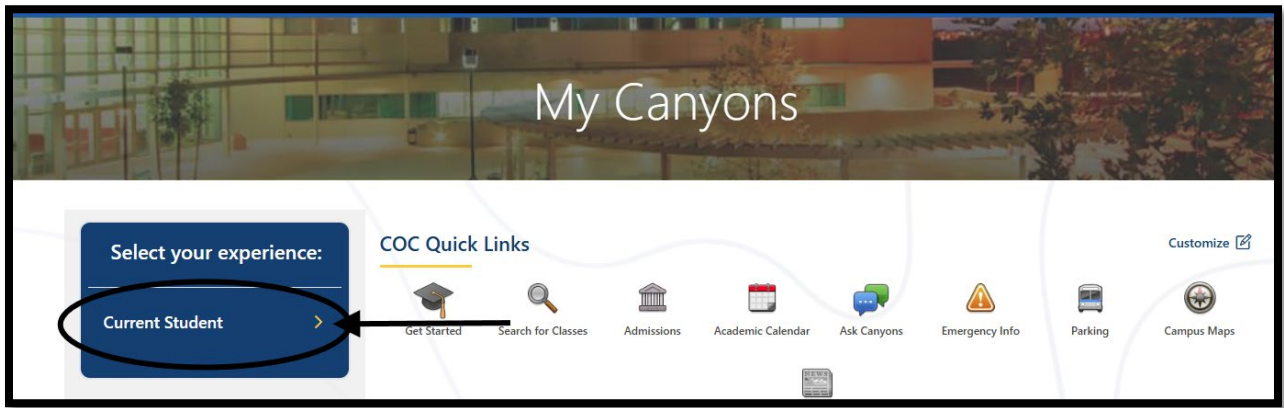
[Redacted OTP] ←

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

Login ←

Cancel

Step 7: Select **Current Student**.

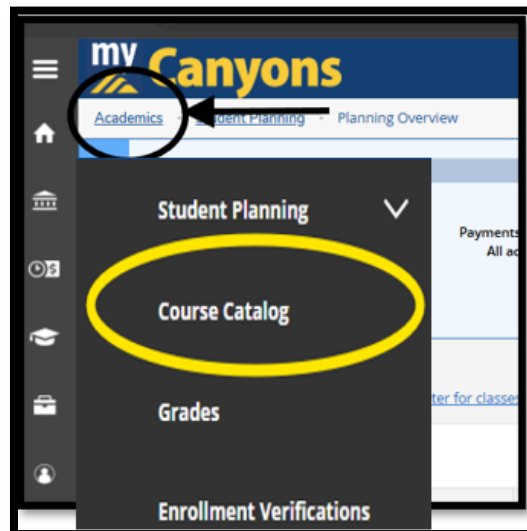


PART 1 – ADD YOUR CLASS

Step 8: Under My Links, click **Register for Classes**.



Step 9: Under **Academics**, select **Course Catalog**.



Step 10: Search for Classes:

Using “Advanced Search,” select the:

- “Term” (example Fall 2027) and
- “Subject” (example Noncredit) you wish to register for from the drop-down menu.
- Then click **Search**.

Catalog Advanced Search
Results View
 Catalog Listing
 Section Listing

Term: Select Term Meeting Start Date: / / Meeting End Date: / /

Courses And Sections
Subject: Section
Subject: Course number Section
Subject: Course number Section

+ Add More...

Days Of Week
 Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Location: Select Location

Time Of Day: Select Time Of Day Time Starts by: h:mm AM/PM Time Ends by: h:mm AM/PM

Course Type: Select Course Type

Clear Search

Step 11: Add the Class

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

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

Search for Courses and Course Sections
Back to Course Catalog

Filter Results (Hide)

Advanced Search Selection: NC.ESL
Filters Applied: Fall 2021 x

Add To Schedule	Term	Status	Section Name	Title
Add	Fall 2021	Open	NC.ESL-060-58196	College Read/Writ/Grammar I
Add	Fall 2021	Open	NC.ESL-060-58196	College Read/Writ/Grammar I
Add	Fall 2021	Open	NC.ESL-060-58196	College Read/Writ/Grammar I
Add	Fall 2021	Open	NC.ESL-060-58196	College Read/Writ/Grammar I
Add	Fall 2021	Open	NC.ESL-060-58196	College Read/Writ/Grammar I
Add	Fall 2021	Open	NC.ESL-060-58196	College Read/Writ/Grammar I
Add	Fall 2021	Open	NC.ESL-060-58196	College Read/Writ/Grammar I

Section Details

NC.ESL-060-58196 College Read/Writ/Grammar I
Fall 2021

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

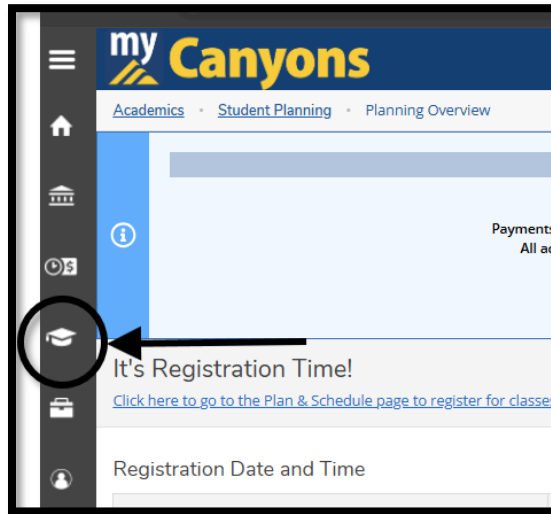
Grading: Pass/Fail

Requisites: Recommended Preparation: NC.ESL-4A NC.ESL-4B. - Recommended prior to taking this course, but is not required.

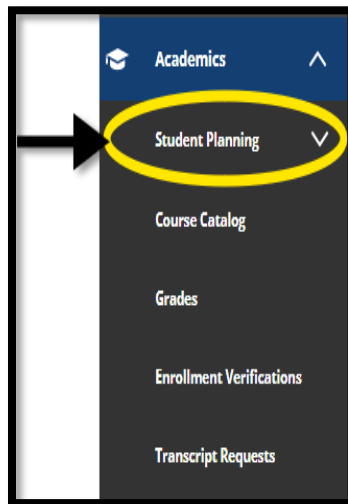
Close Add Section

PART 2 – REGISTER FOR THE CLASS

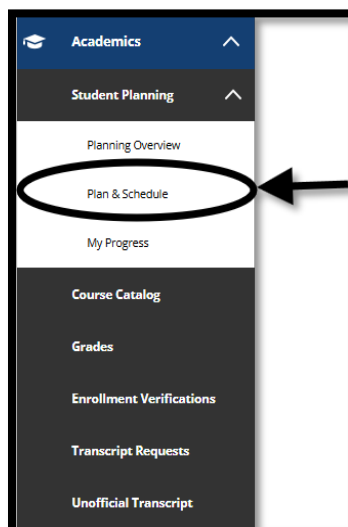
STEP 12: Click the graduation cap icon (located on the left side bar)



Step 13: Select **Student Planning**.



Step 14: Select **Plan & Schedule**.



Step 15: Make sure you are viewing the correct term and click **“Register”** to add one section at a time, or click **“Register Now”** to add all the sections you have planned.

The screenshot shows the 'Plan your Degree and Schedule your courses' interface. At the top, there is a navigation bar with 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below this, the current term is set to 'Winter 2023', which is circled in red. A 'Register Now' button is highlighted with a black box and a downward arrow. The course section 'NC.ESL.061.67530: College Listening/Speaking' is shown in a 'Planned' state. A 'Register' button is highlighted with a black box and a downward arrow. The course details include: Credits: 0 Credits, Pass/Fail only; Grading: Pass/Fail; Instructor: Edmond, J; 1/3/2023 to 2/4/2023; Seats Available: 29. The course is scheduled for Monday and Wednesday at 9am and 11am. A 'Register' button is also visible at the bottom of the course details panel.

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

The screenshot shows the same course registration interface, but the course section 'NC.ESL.061.67530: College Listening/Speaking' is now in a 'Registered, but not started' state. The 'Drop' button is highlighted with a blue box. The course details are the same as in the previous screenshot. The course is now scheduled for Monday and Wednesday at 9am and 11am, and the sections are highlighted in green. A 'Drop' button is also visible at the bottom of the course details panel.

Registration Complete !

