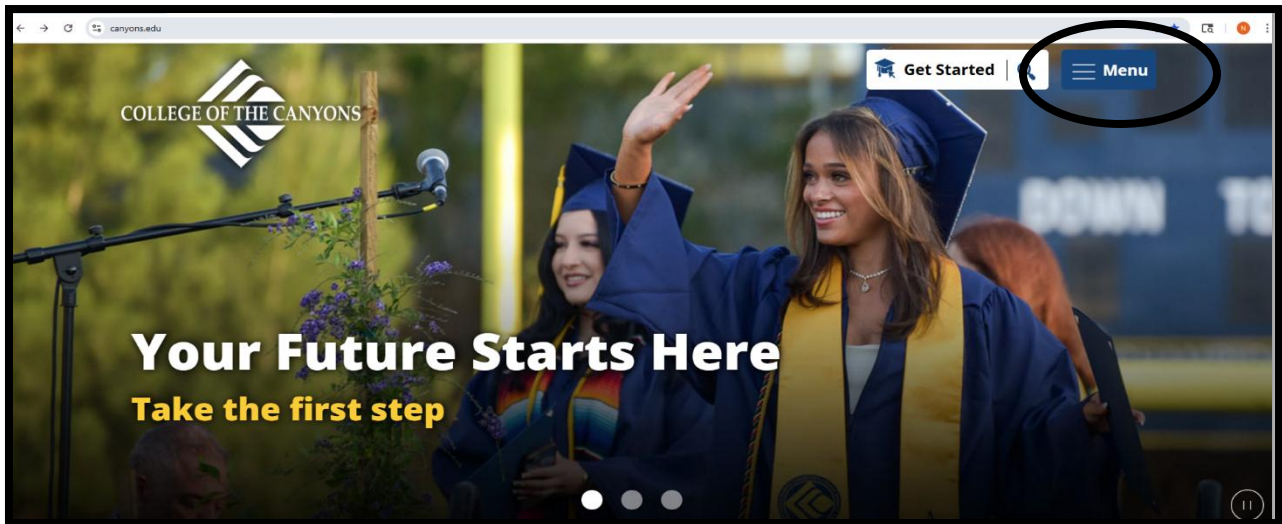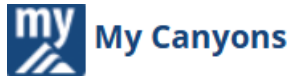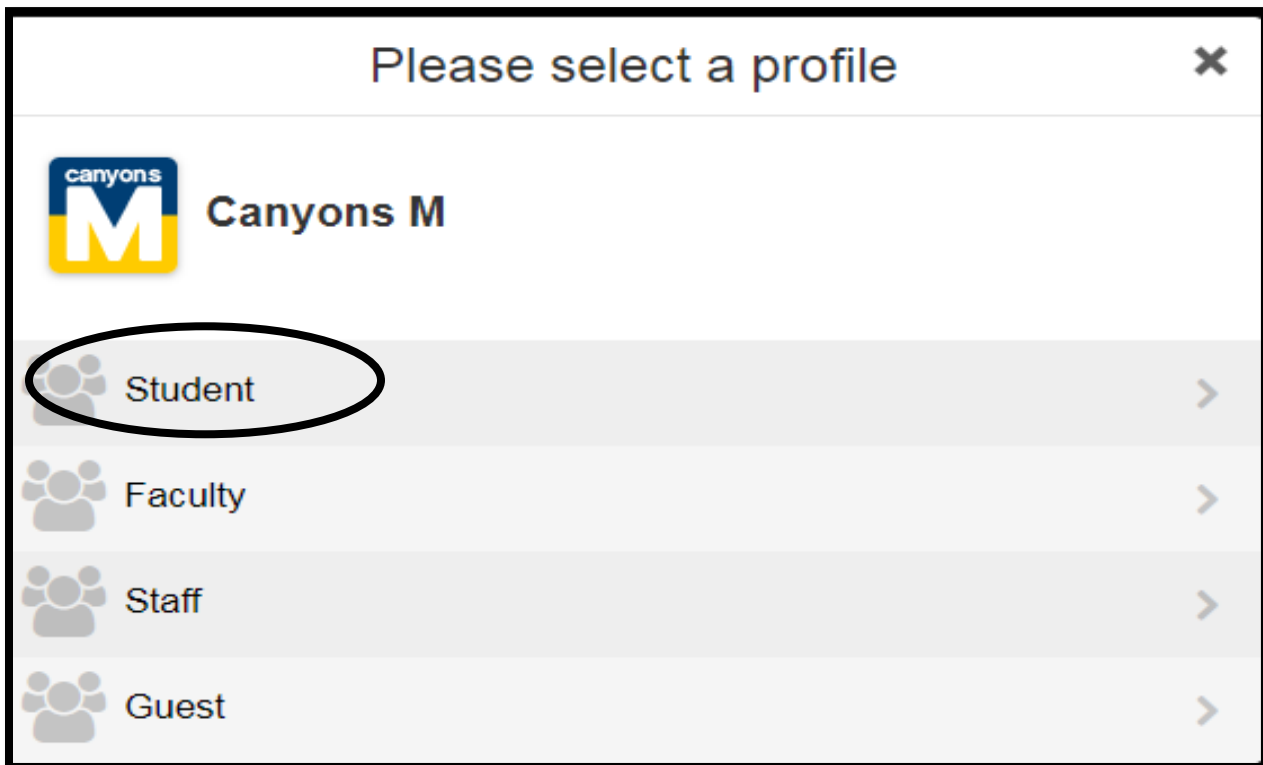# How to Register Classes via My Canyons

1. Visit www.canyons.edu, click ☰ Menu in the top right corner, then click **my** **My Canyons**
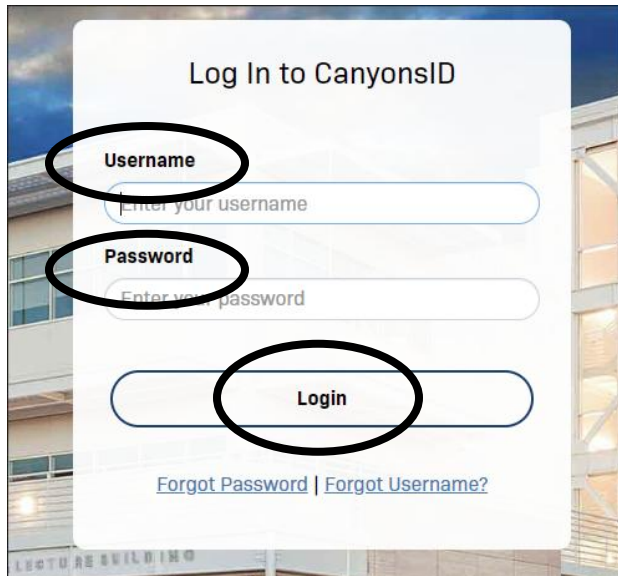

2. Click **"Student."**

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

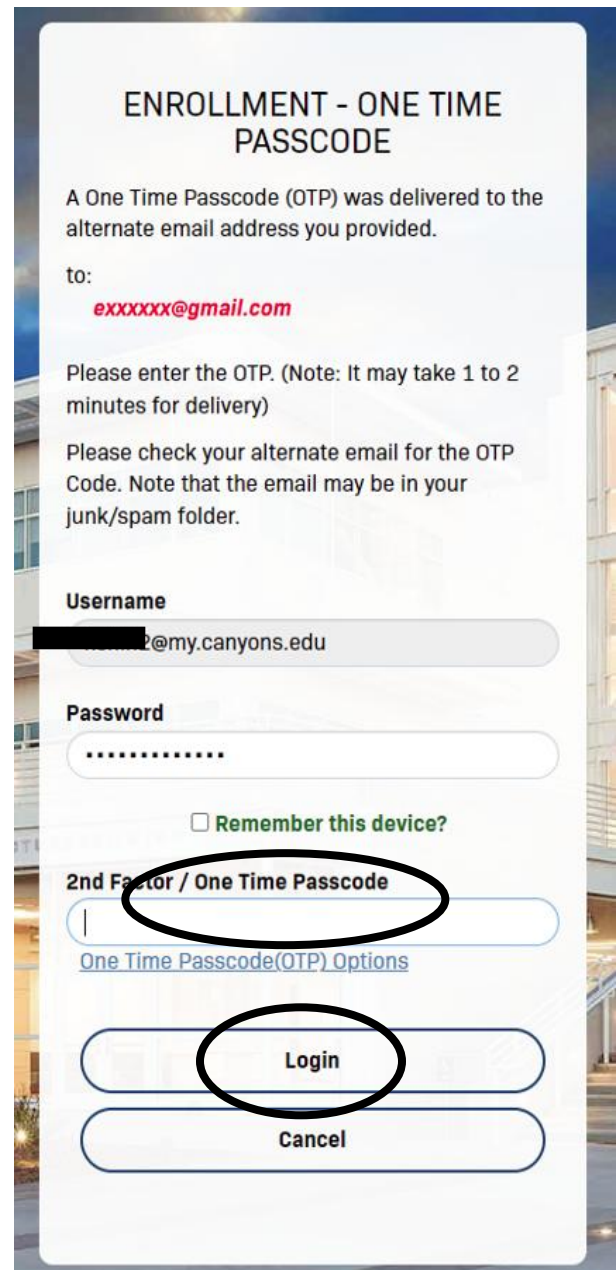**NOTE: Username is your COC student email address.**

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?

LECTURE BUILDING

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

.....2@my.canyons.edu

Password

•••••••••••

☐ Remember this device?

2nd Factor / One Time Passcode
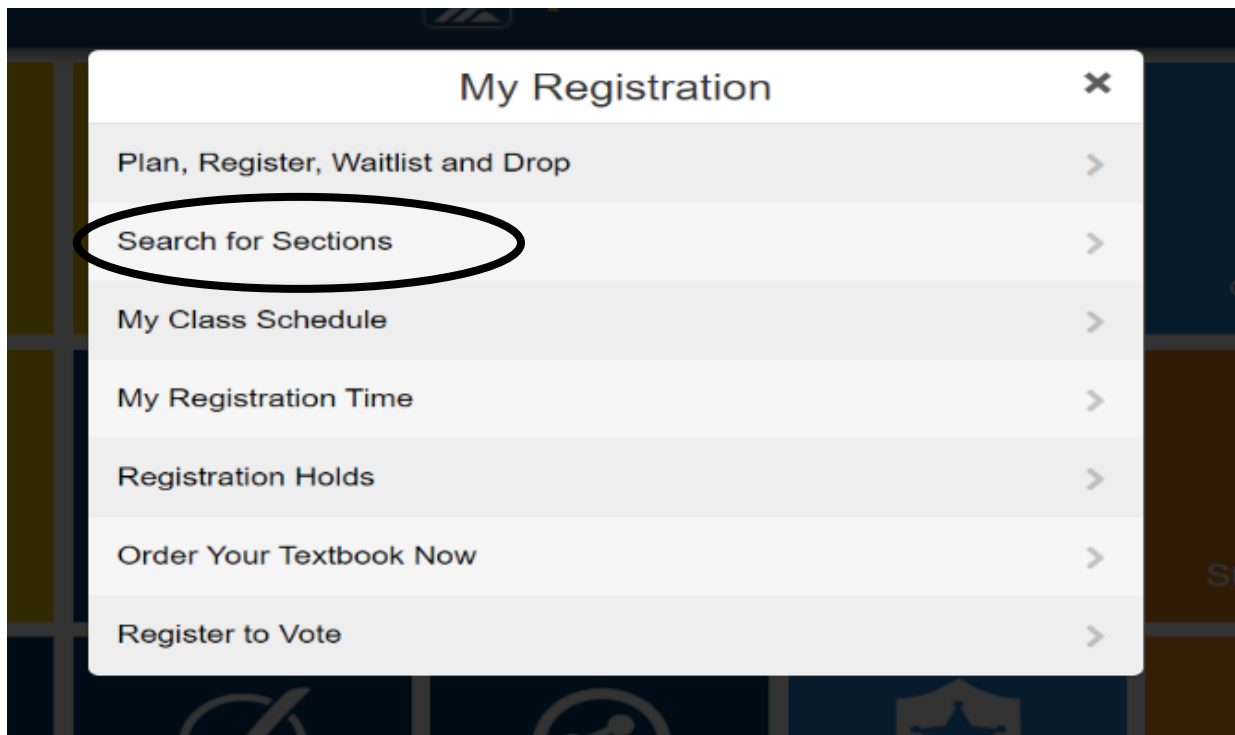
One Time Passcode(OTP) Options

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)

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

9. Scroll down to the bottom of this page and click **"Search."**

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

11. When the Section Details window opens, review the course information and click **"Add Section."**

12. Once you have added all the sections to your course plan, click "Academics" and then click "Student Planning."
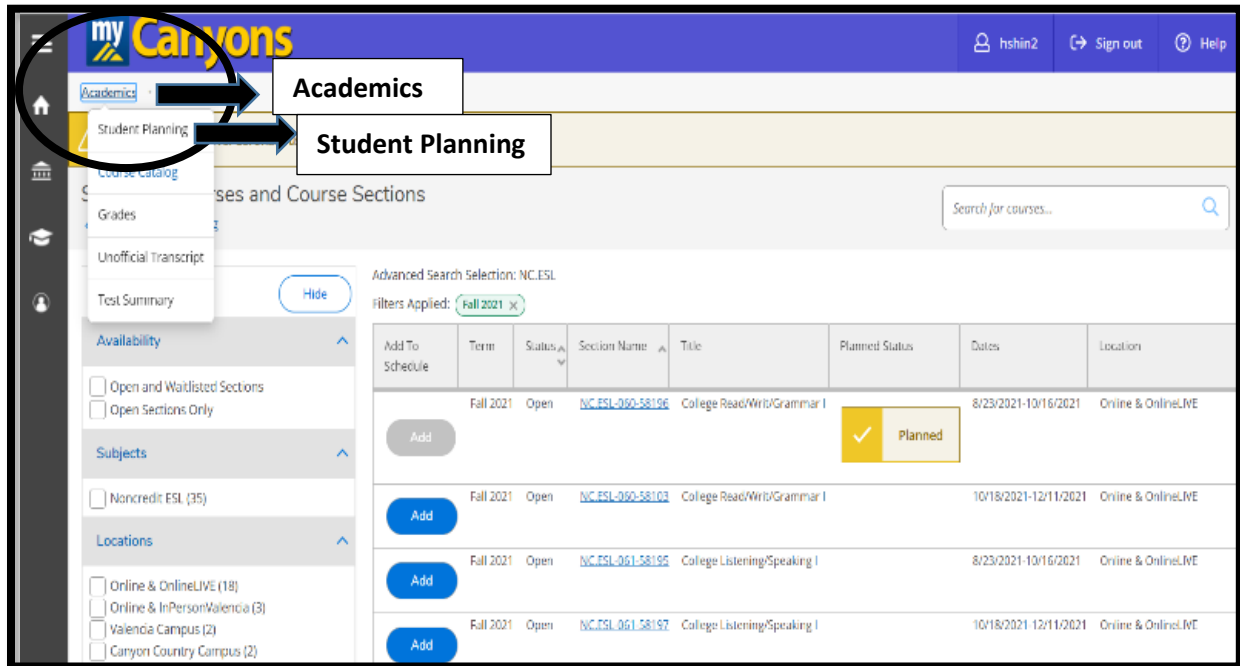
13. Click "Plan your Degree & Register for Classes" in order to finalize the registration process.
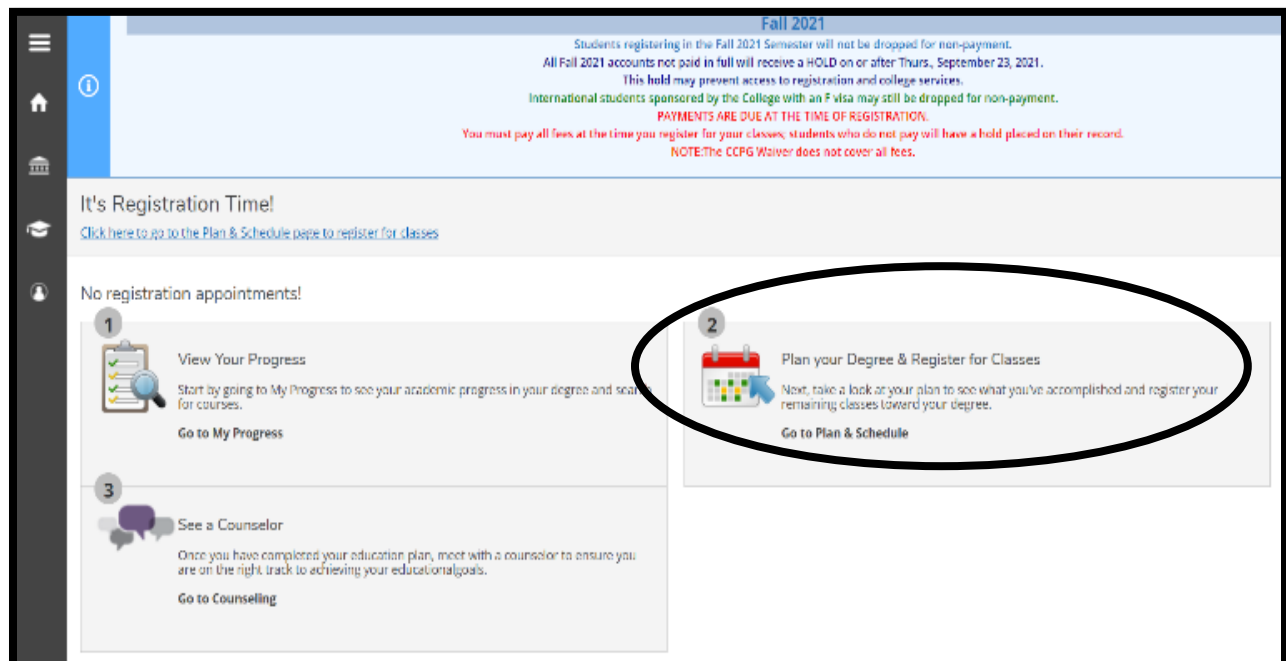
14. Click **"Register"** to add one section at a time, or click **"Register Now"** to add all the sections you have planned.

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.