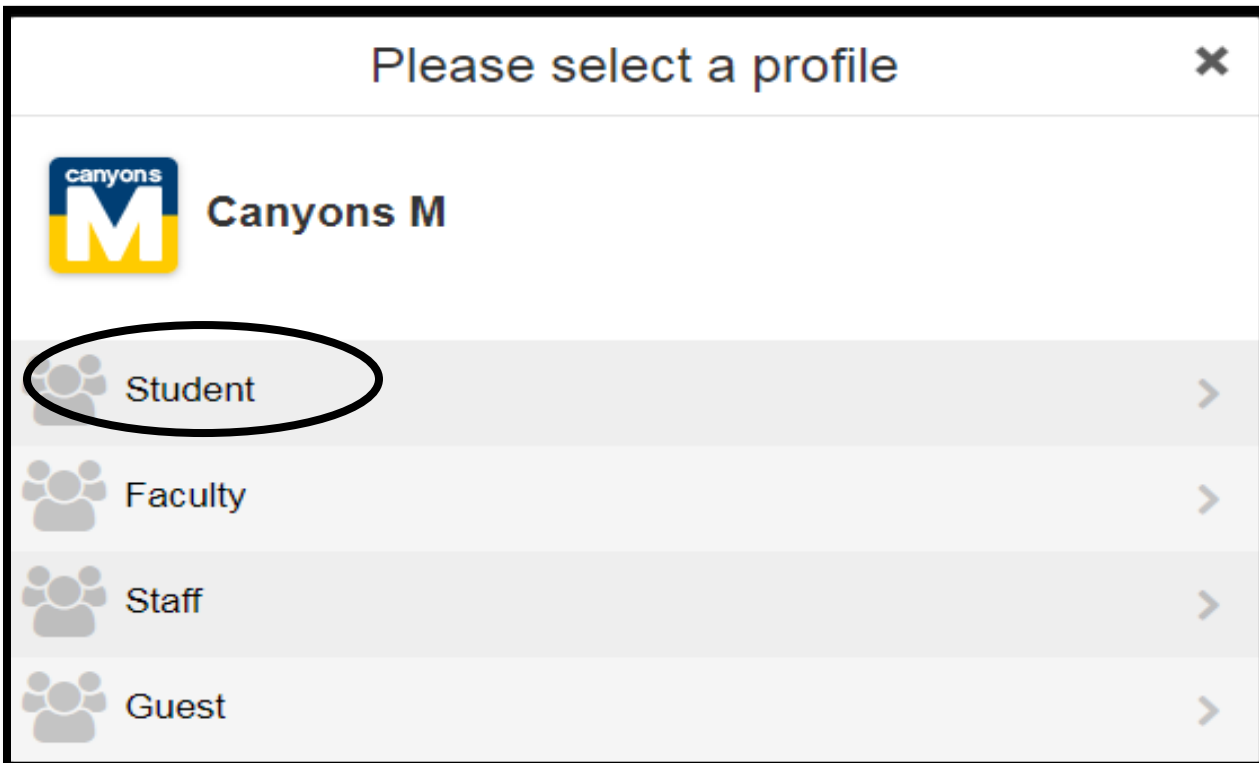


How to Register Classes via My Canyons

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](#)

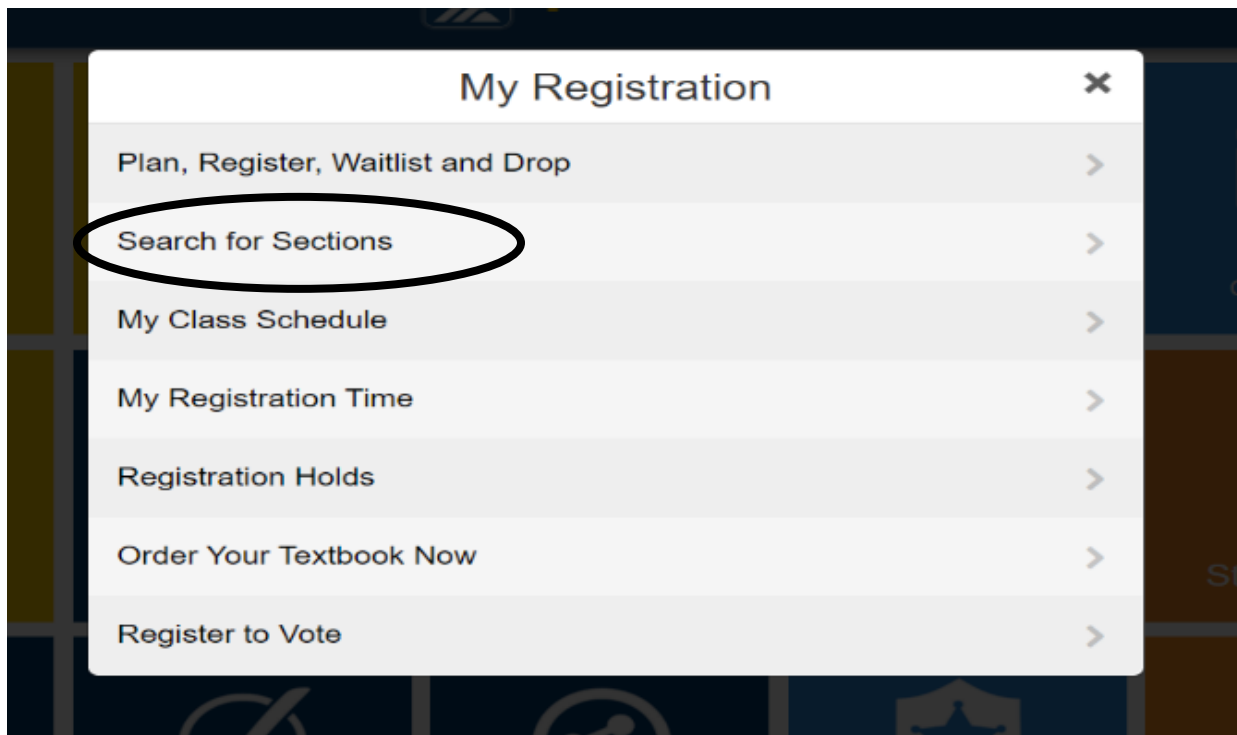
Login

Cancel

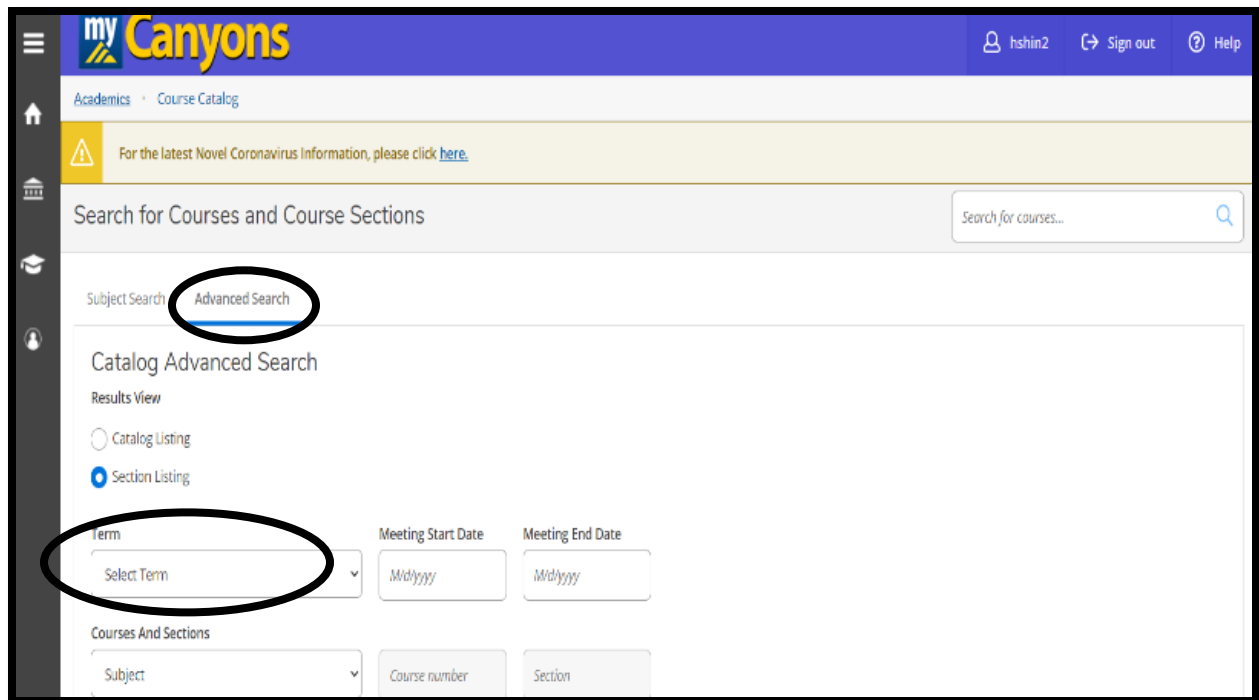
5. Click the **green** “My Registration” tile at the top left corner.



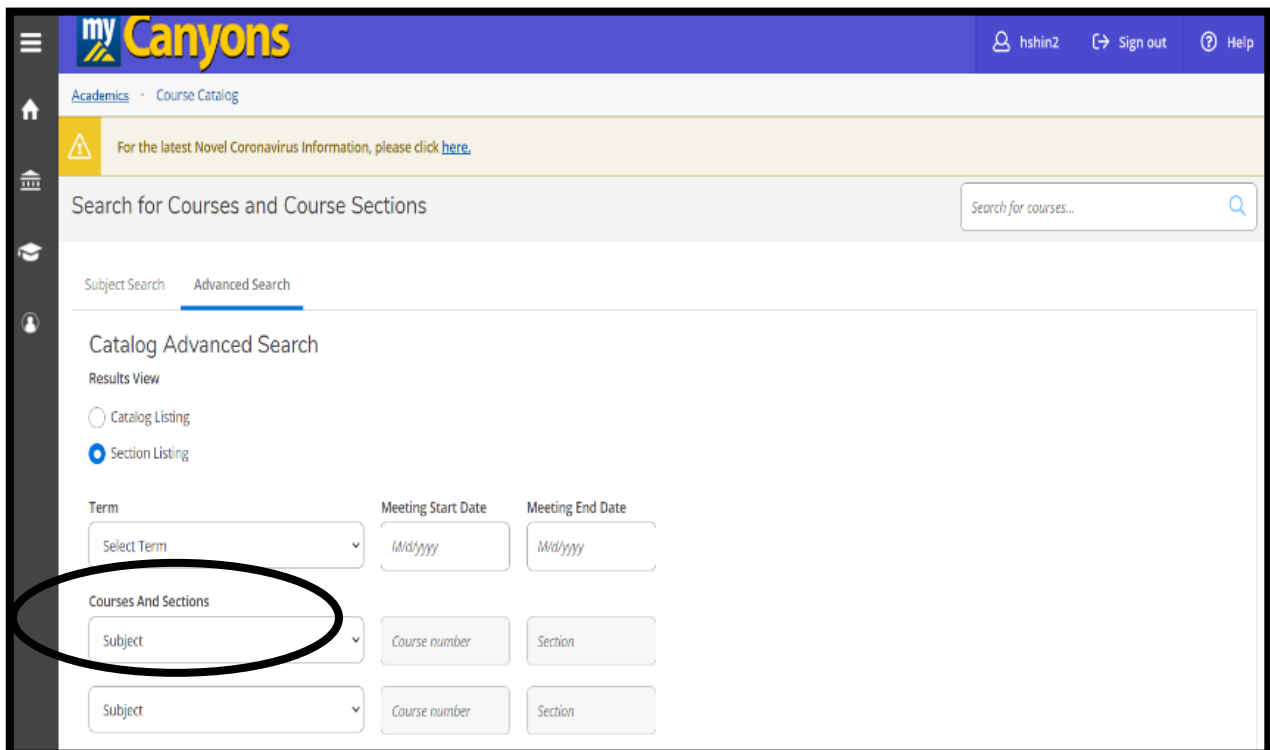
6. Click “Search for Sections.”



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



- 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.”

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
- Location: Select Location (dropdown)
- Academic Level: Select Academic Level (dropdown)
- Time Of Day: Select Time Of Day (dropdown)
- Time Starts by:
- Time Ends by:
- 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:

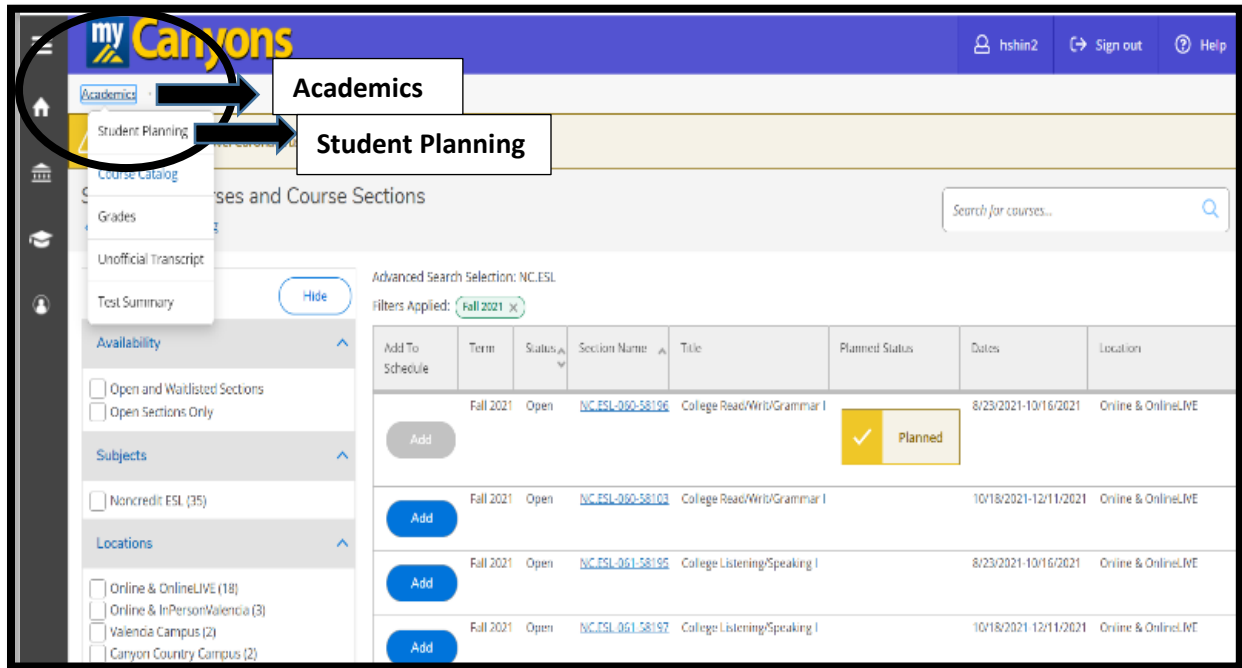
Add To Schedule	Term	Status	Section Name	Title
Add	Fall 2021	Open	NC.ESL-060-58196	College Read
Add	Fall 2021	Open	NC.ESL-060-58197	College Read
Add	Fall 2021	Open	NC.ESL-061-58195	College Lit
Add	Fall 2021	Open	NC.ESL-061-58197	College Lit
Add	Fall 2021	Open	NC.ESL-070-58197	College Read
Add	Fall 2021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

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

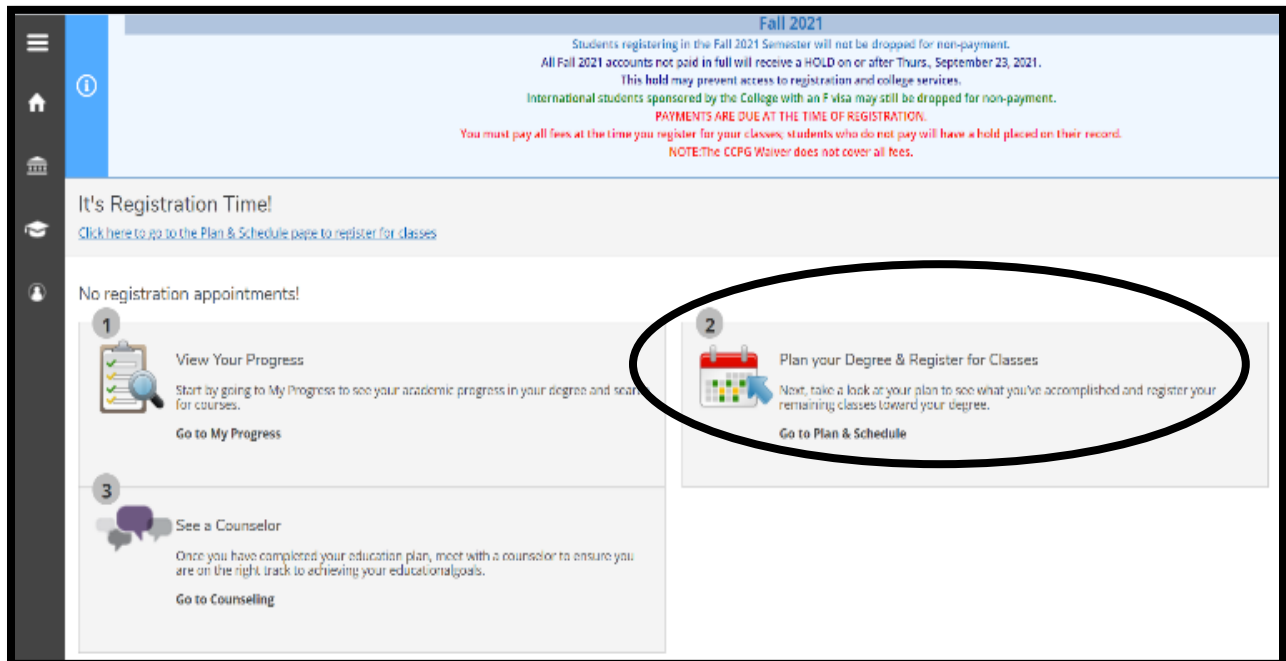
A screenshot of the "Section Details" window for NC.ESL-060-58196 College Read/Writ/Grammar I, Fall 2021. The "Add Section" button at the bottom right is circled in black. The details include:

- 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)

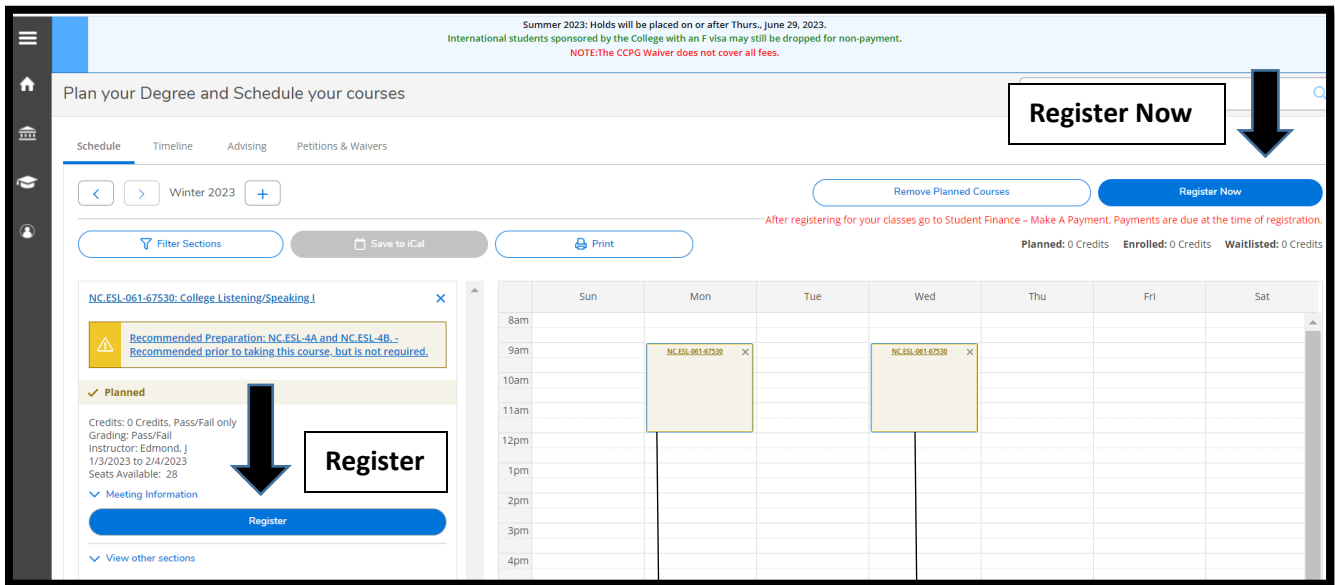
12. Once you have added all the sections to your course plan, click **“Academics”** and then click **“Student Planning.”**



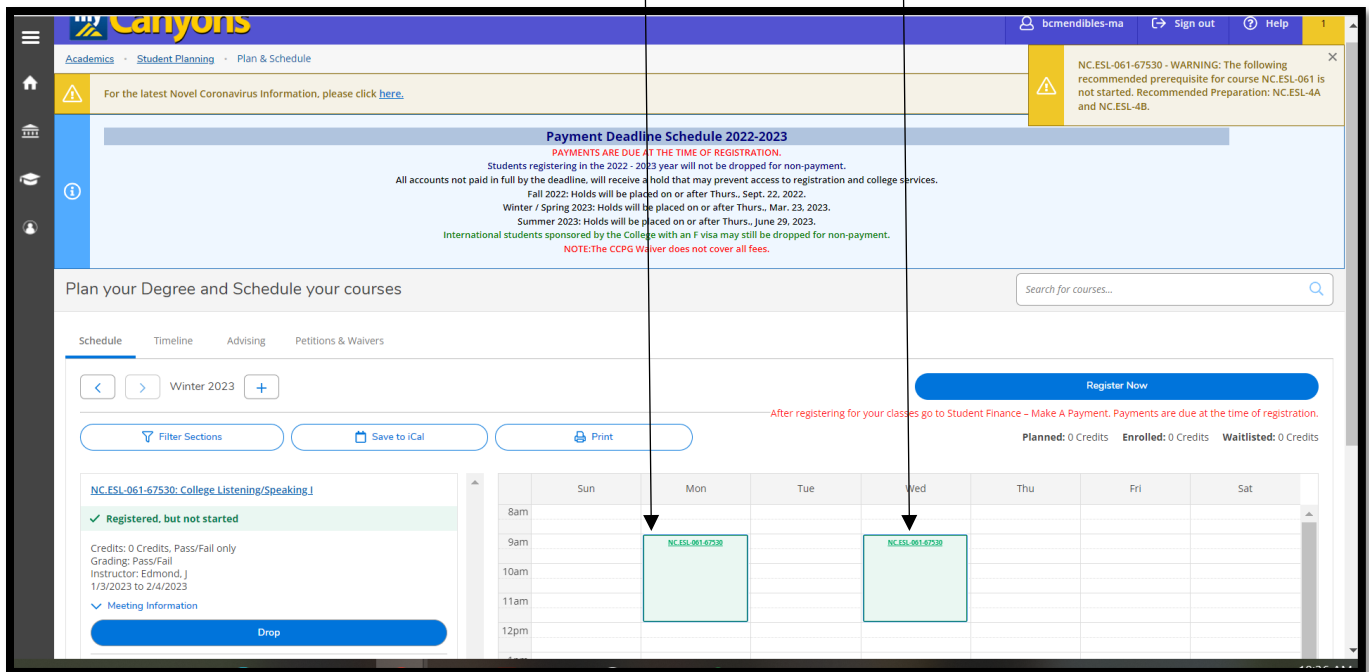
13. Click **“Plan your Degree & Register for Classes”** in order to finalize the registration process.



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 displays 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, it is marked as "Planned" and lists details: "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 is a blue "Register" button, which is also 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 box representing the course is placed in the 9am slot on Monday, with the course ID "NC.ESL-061-58901" and a close icon.