



How to Create a My Canyons Student Account

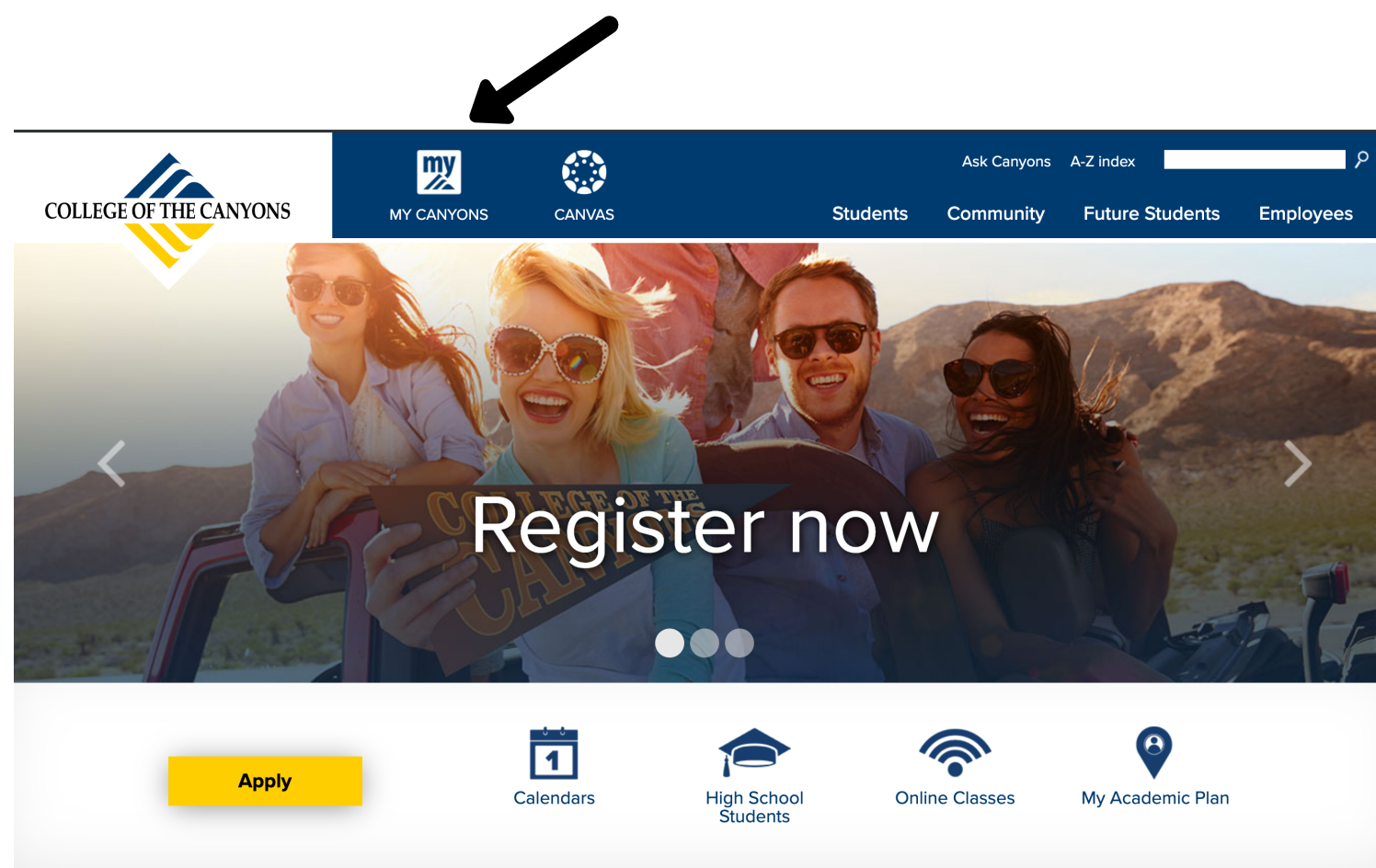
www.canyons.edu

BEFORE YOU BEGIN CREATING A MY CANYONS ACCOUNT, MAKE SURE YOU HAVE COMPLETED:

- ☒ A College of the Canyons application
- ☒ Waited 24 business hours after submitting the College of the Canyons application

MAKE SURE YOU HAVE THE FOLLOWING INFORMATION READY:

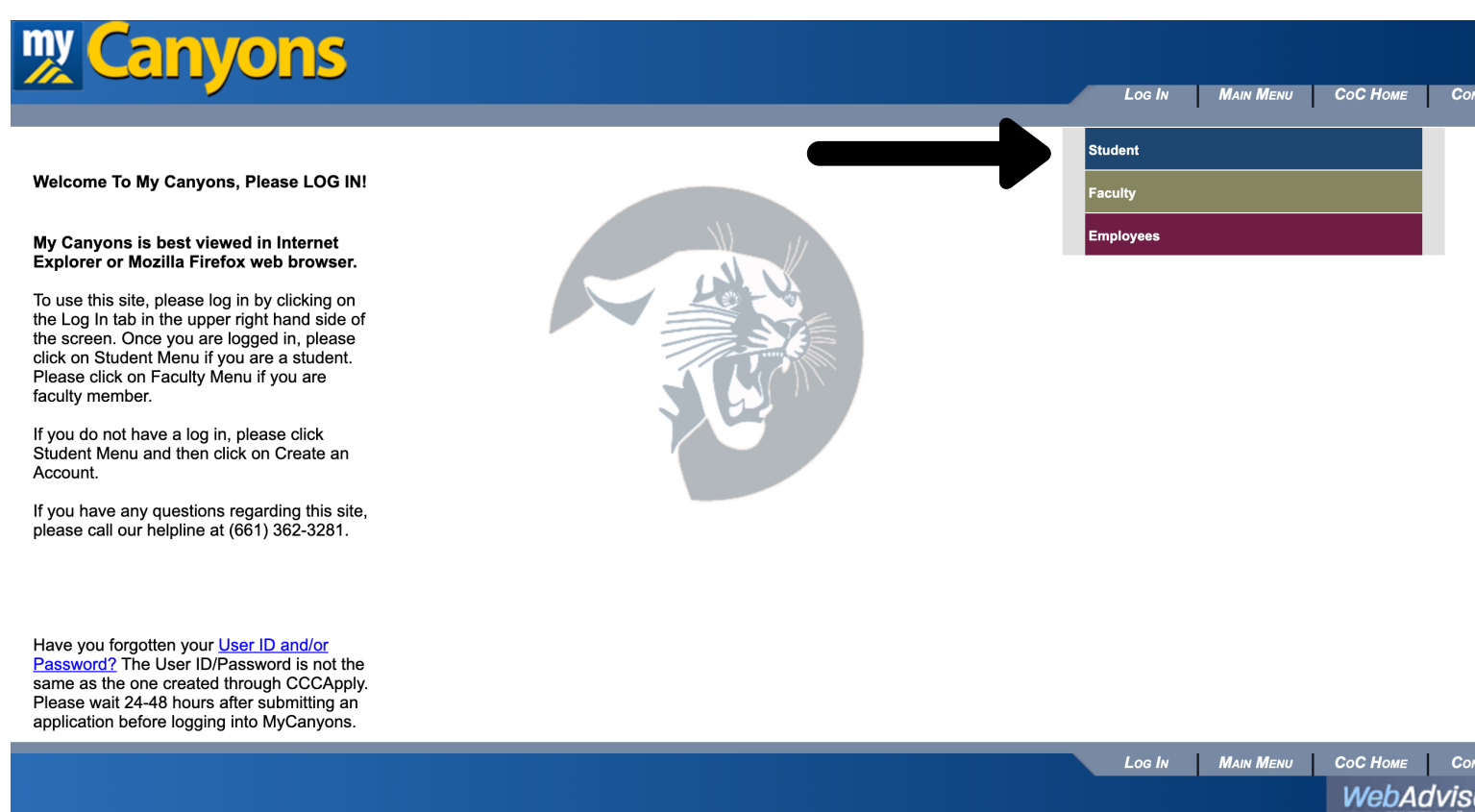
- ☒ COC Student ID number OR your Social Security number (if entered in the initial application)



STEP 1:

Click on the **"My Canyons"** icon, found on the main home page of COC's website.

www.canyons.edu



STEP 2:

Click on the icon titled **"Student"** on the right hand side.

If you do not have a log in, click on "Create an Account".

Spring 2020 Non-Payment Drop Schedule		
Registration Period	You must pay at the time of registration or no later than:	If not paid by the deadline, you will be deregistered on:
Prior to or on Fri., Jan. 10, 2020	11:59PM on Wed., Jan. 15, 2020	Thurs., Jan. 16, 2020
Prior to or on Fri., Jan. 24, 2020	11:59PM on Wed., Jan. 29, 2020	Thurs., Jan. 30, 2020
<p>Students registering on or after Jan. 25, 2020 will not be dropped for non-payment.</p> <p>International students sponsored by the College with an F Visa may still be dropped for non-payment. Additional drops for international students will be processed anytime on or after Thursday, 02/13/2020.</p> <p>All accounts not paid in full by 11:59 PM on Wed. Mar. 25, 2020 will receive a HOLD on Thurs., Mar. 26, 2020. Any account with a remaining balance will receive an Outstanding Fee Hold. Until paid in full, this hold may prevent access to registration, transcripts and college services.</p>		

PAYMENTS ARE DUE AT THE TIME OF REGISTRATION.
You must pay all fees at the time you register for your classes; students who do not pay will have a hold placed on their record.

NOTE: The BOG Waiver does not cover all fees.

My Canyons cannot be accessed through mobile devices or tablets. Avoid errors by using a computer.

My Canyons Profile
[Create an Account/Reset Your Login and Password](#)
[Student Email](#)
[Student Email FAQ](#)

Student Account
[Refund Deadline](#)
Financial Aid
[California College Promise Grant](#)
[Student Loan Application](#)

Registration

STEP: 3

Click on the link titled "**Create an Account/Reset Your Login and Password.**"

Create an Account/Reset Your Login and Password

The information you provide below must be exactly as you entered it on your admissions application.

NOTE: Your My Canyons password is the same as your student email password. Once you have created your My Canyons account, please wait at least 15 minutes before attempting to login to your student email for the first time from the "What's my Student email?" link on your My Canyons student menu.

* = Required

Last Name*
First Name*
Middle Name

SSN(XXX-XX-XXXX)

OR

Student ID

Birth Date (MM/DD/YYYY)*

Please choose a new password between 8 and 16 characters. Be sure to include at least one alpha, one numeric character, and mixed case in your password. For example: fireFly14

Enter a new password*

SUBMIT

STEP 4:

Fill in all the boxes that have an asterisk * as well as your Student ID or SSN

When the form is complete, click the "**Submit**" button.

Login Request

You will need this info to access registration and student email.
Please print it out or write this information down.

Student Id:

Your Username and Password for My Canyons are:

Username:
Password:

Your Username and Password for your COC student email account are:

Username:
Password:

PLEASE FOLLOW THE INSTRUCTIONS BELOW:

- After you have created your My Canyons account, PLEASE WAIT AT LEAST 15 MINUTES before attempting to login to your student email for the first time from the "What's my Student email?" link on your My Canyons student menu.

- You may use My Canyons anytime on or after your assigned registration date and time. To check your registration date, log into My Canyons and click on "My Registration Time".

- If you do not have a registration date and time, contact Admissions & Records at admissions@canyons.edu or call (661) 362-3280.

OK

Step 5:

After submitting the form, you will receive important information about your account. Write it down or take a picture and keep it safe. You will receive an email confirming you have created your account.

Have questions? Need Help?

Contact Outreach & School Relations

(661) 362-5891 * outreach@canyons.edu * www.canyons.edu/outreach