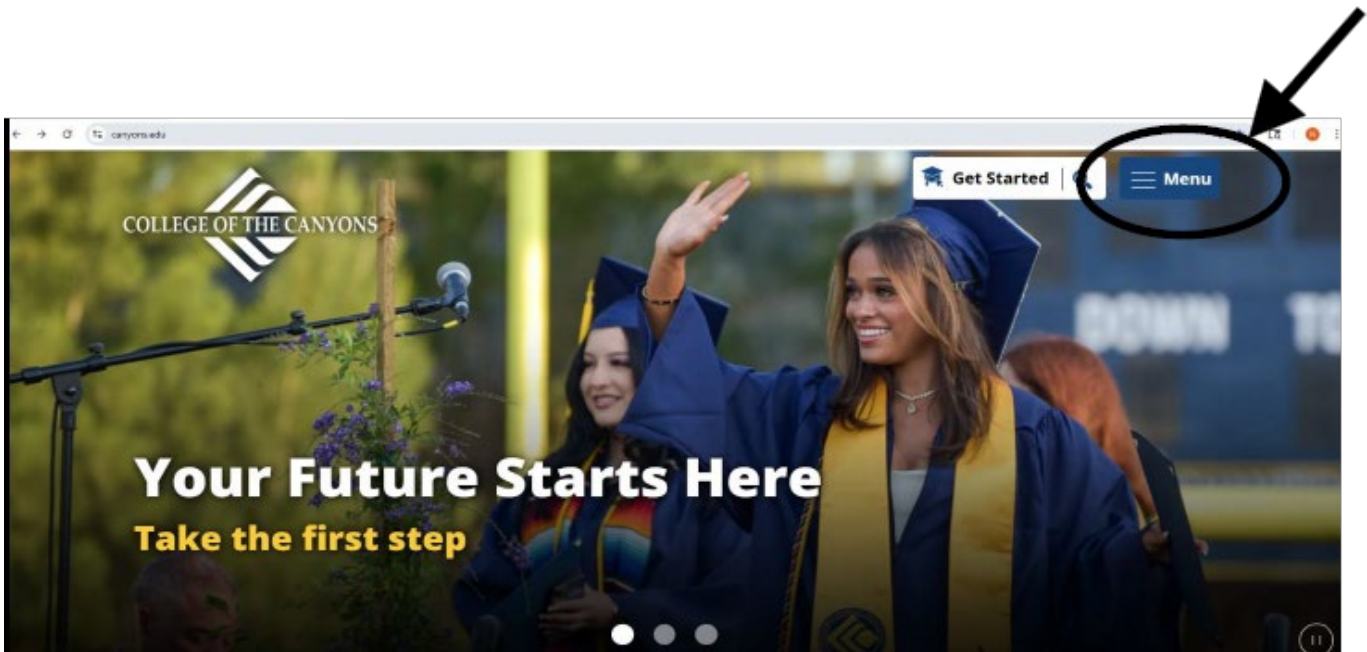
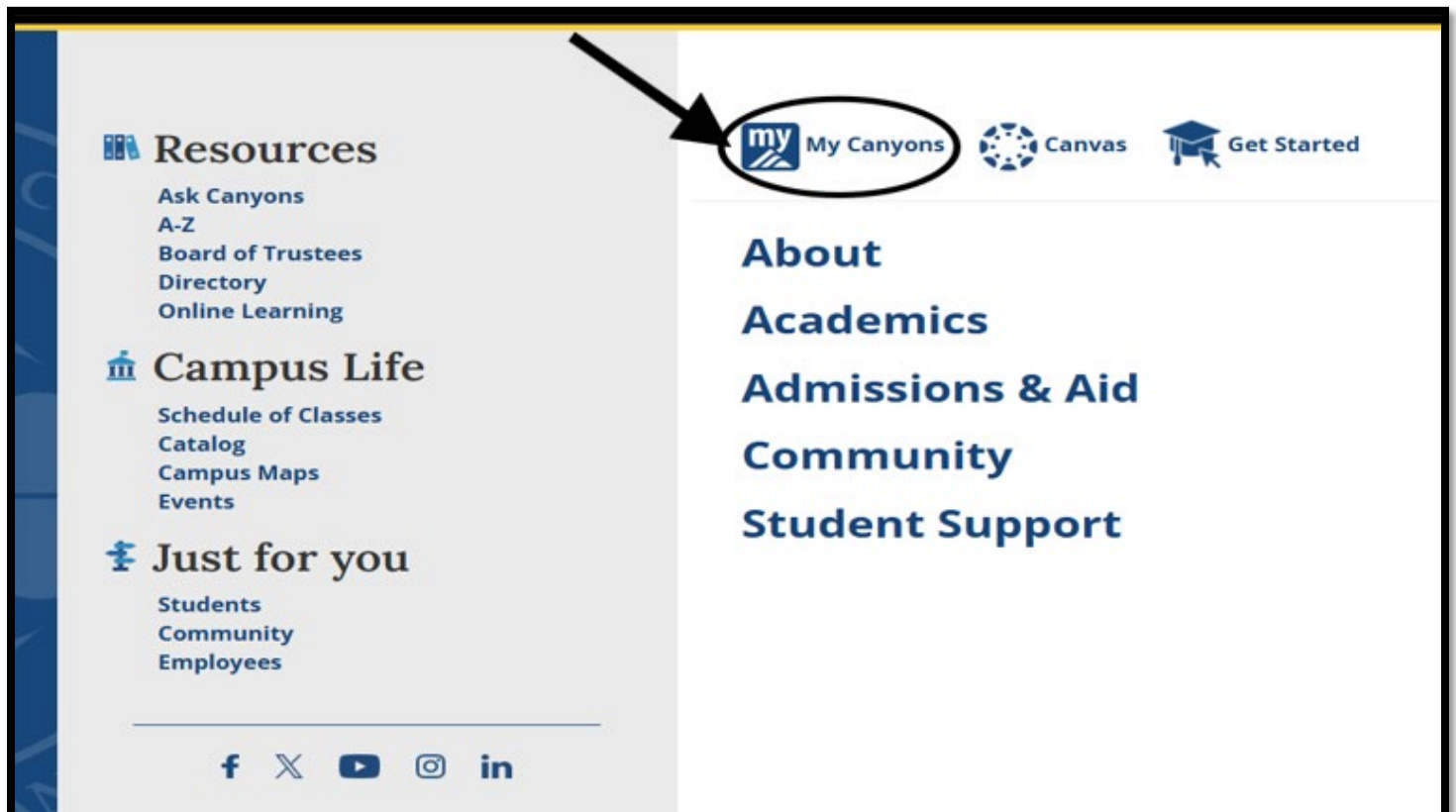


How to Register for Classes via My Canyons

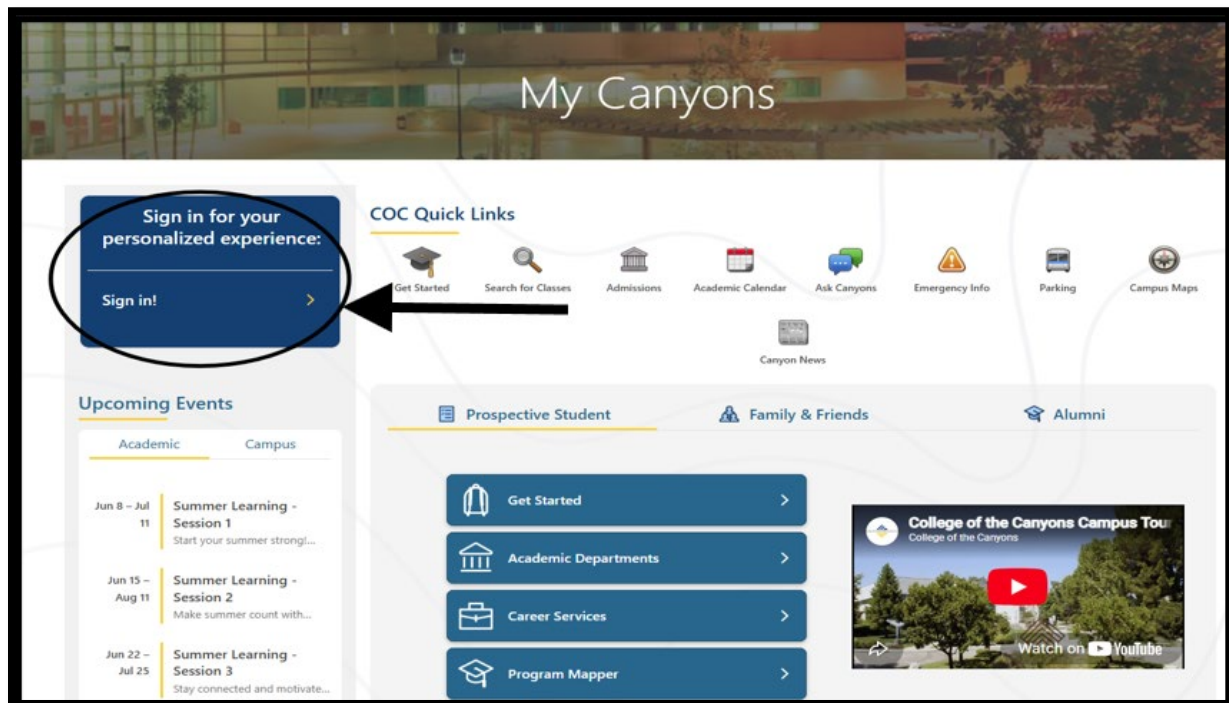
STEP 1: Go to www.canyons.edu and click **Menu** in the upper-right corner.



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.

A screenshot of the 'Sign in' page on the College of the Canyons website. At the top is the College of the Canyons logo. Below it, the text 'Sign in' is displayed. Underneath is a text input field with the placeholder text 'Enter your Canyons email address'. A black arrow points to this field from the right. Below the input field is a link that says 'Can't access your account?'. Further down, there is a blue button labeled 'Next'. A black arrow points to this button from the left, and the button itself is circled in black. At the bottom of the page, there is a grey footer area containing contact information for email support and a disclaimer about the use of the system and services.

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

Log In to CanyonsID

Username

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:
e...@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

Password

☒ **Remember this device?**

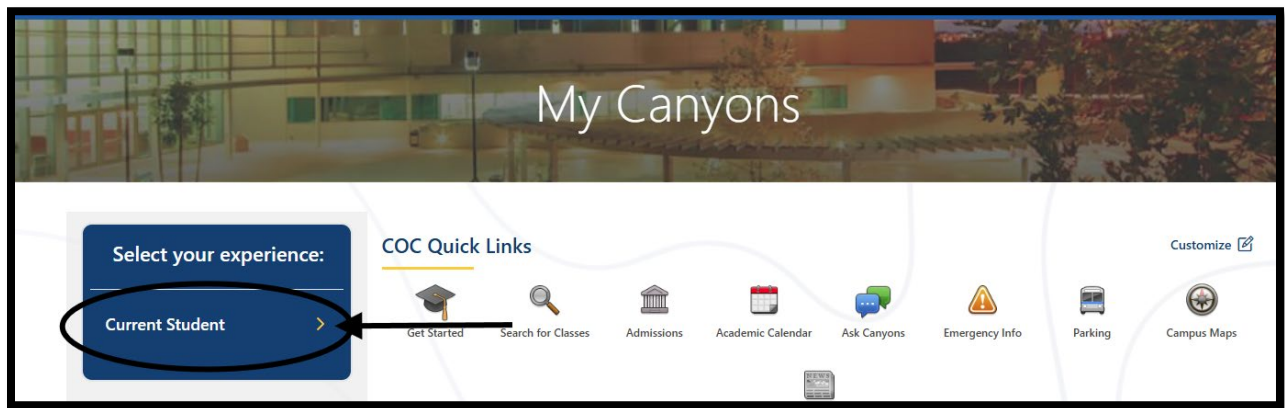
2nd Factor / One Time Passcode

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

Login

Cancel

Step 7: Select **Current Student**.

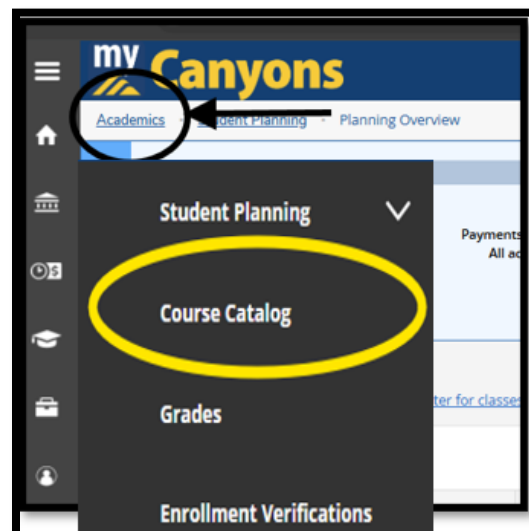


PART 1 – ADD YOUR CLASS

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: Meeting Start Date: Meeting End Date:

Courses And Sections:

[+ Add More...](#)

Days Of Week:
☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday
☐ Thursday ☐ Friday ☐ Saturday

Location:

Time Of Day: Time Starts by: Time Ends by:

Course Type:

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.”

For the latest Novel Coronavirus Information, please click [here](#).

Search for Courses and Course Sections
[Back to Course Catalog](#)

Filter Results [Hide](#)

Advanced Search Selections: 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

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

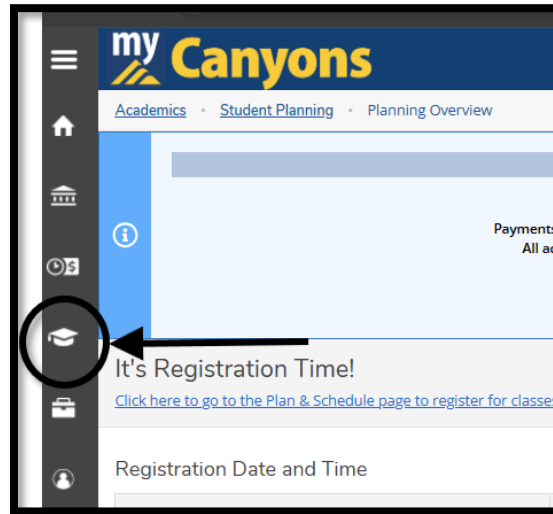
Credits: 0

Grading: Pass/Fail

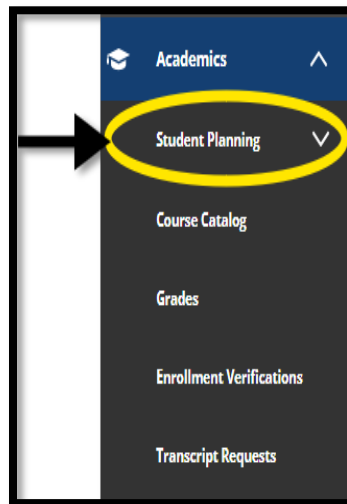
Requisites: Recommended Preparation: NC.ESL-4A NC.ESL-4B. - Recommended prior to taking this course, but is not required.

PART 2 – REGISTER FOR THE CLASS

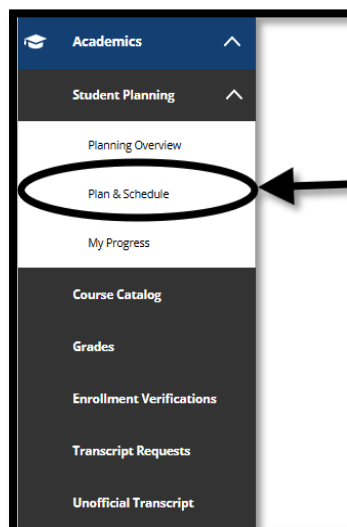
STEP 12: Click the graduation cap icon (located on the left side bar)



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 are navigation tabs: Schedule, Timeline, Advising, and Petitions & Waivers. The 'Schedule' tab is active, showing a calendar view for Winter 2023. A course card for NC.ESL.061.67530: College Listening/Speaking I is displayed on the left. It includes a warning icon and text: 'Recommended Preparation: NC.ESL-4A and NC.ESL-4B. Recommended prior to taking this course, but is not required.' Below this, it says 'Planned' and 'Credits: 0 Credits, Pass/Fail only'. A large blue arrow points to a 'Register' button. On the right, a calendar grid shows the course section scheduled for Monday and Wednesday from 9am to 10am. A 'Register Now' button is visible in the top right corner. A blue arrow points from the 'Register Now' button in the top right to the 'Register' button on the course card.

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

The screenshot shows the 'Plan your Degree and Schedule your courses' interface after successful registration. The course card for NC.ESL.061.67530: College Listening/Speaking I is now green and labeled 'Registered, but not started'. The calendar grid shows the course section scheduled for Monday and Wednesday from 9am to 10am, also in green. A 'Drop' button is visible on the course card. A warning message at the top right states: 'NC.ESL.061.67530 - WARNING: The following recommended prerequisite for course NC.ESL-061 is not started. Recommended Preparation: NC.ESL-4A and NC.ESL-4B.' A blue arrow points from the 'Register' button in the first screenshot to the 'Drop' button in this screenshot. Another blue arrow points from the 'Register Now' button in the first screenshot to the 'Drop' button in this screenshot.

Registration Complete !