# CINICATION CONTROL CON

### Contents

LOGGING IN OUTSIDE OF THE ELK GROVE CAMPUS	2
LOGGING IN ON THE ELK GROVE CAMPUS	3
UPDATING YOUR CONTACT INFORMATION	4
USING YOUR CALENDAR	5
VIEWING YOUR DOCUMENTS ON FILE	7
VIEWING YOUR SCHEDULE	9
VIEWING YOUR TRANSCRIPT	
COURSE REGISTRATION	
STEP-BY-STEP: REGISTER FOR A COURSE	
STEP-BY-STEP: DROP A COURSE	
RESET YOUR PASSWORD	
QUESTIONS?	

### LOGGING IN OUTSIDE OF THE ELK GROVE CAMPUS

1. Go to https://cams.cnsu.edu/Student

For your log in, type the following:

### cnsu\"YOUR CNU Network Account"

"YOUR CNU Network Account" is the same account you use to access your Email and Library Services. Use your username and password to sign in to your network account

CINIVERSITY	CALIFORNIA NORTHSTATE UNIVERSITY
Sign in v 9700 9700 Sign	_

 You will be automatically redirected to the log in screen for your student portal. Log in here with your Username and Password that was provided to you by IT. Select the term you would like to view and click "Login."

NOTE: Select the appropriate terms for your college or you won't be able to log in.

CALIFORNIA NORTHSTATE UNIVERSITY		STUDENT PORTAL California Northstate University
		Monday, January 05, 2015
	Student Portal Login	
	Note: Required fields are marked with an asterisk (*) *Username: *Password: Term: FALL 2014 Login Forgot Password? Contact your portal admin if you forgot your Username	

# LOGGING IN ON THE ELK GROVE CAMPUS

- 1. Go to <u>https://cams.cnsu.edu/Student</u>
- 2. Enter the Username and Password that was provided to you by IT. Select the term you would like to view and click "Login."

CALIFORNIA NORTHSTATE UNIVERSITY		<b>STUDENT PORTAL</b> California Northstate University
		Monday, January 05, 2015
	Student Portal Login	
	Note: Required fields are marked with a "Username: Password: Term: FALL 2014 Login Forgot Password? Contact your portal admin if you forgot your	
	2012-2015 California Northstate Ur	niversity

### UPDATING YOUR CONTACT INFORMATION

1. Click "Edit Profile"

Current term: SPRI	NG 2016 (Char	ige)		
Edit Profile	Change Passy	vord		
Logout				
	Α <u>Α</u> Α			
Student Port	al	-		

2. Click "Edit" for the address you want to update.



# USING YOUR CALENDAR

1. From your Home Screen, click "Calendar."

CALIFORNIA NORTHSTATE UNIVERSITY		STUDENT PORTAL California Northstate University
		Monday, January 05, 2015
Current term: FALL 2014 (Change) Edit Profile Change Password	Student Portal News	
		1991 My Calendar
Student Portal -		January's Events View
> Home		
Calendar		
Document Tracking		
Administrative Services –		
My Schedule		

2. To look at a different month, select the month you want from the dropdown menu. You may also type in a different year if needed. Once you have your preferred month and year, click "GO." Or to move to today's date, just click "Today."

Current term: FALL 2014 (Change)				My Calendar			
Edit Profile Change Password	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	•			January 2015			•
					1	2	3
Student Portal –							
Home							
Calendar							
Document Tracking	4	5	6	Z	<u>8</u>	9	<u>10</u>
Administrative Services -							
My Schedule							
My Transcript –	11	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	17
Letter Transcript							
Number Transcript							
Supported By CALIFORNIA SOCKINSTATE UNIVERSITY Information Technology Support	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	22	<u>23</u>	24
	25	<u>26</u>	27	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>
	January		2015				Today GO

3. To create a calendar entry, click on the corresponding date.

AAA Student Portal - Home Calendar Document Tracking 4 8 2 7 8 2 1	
Student Portal       -         Home       -         Calendar       -         Document Tracking       4	Saturday
Student Portal     tome   Calendar   Document Tracking     4     1     1   2   1     1   2   1     1   2   1     1     1   2   1     1     1   2   1     1     1   2   1     1   2   1     1 <td< th=""><th>•</th></td<>	•
Calendar     L     L     L     L       Document Tracking     4     5     0     7     8     9     1	3
Administrative Services -	<u>10</u>
ly Schedule	

4. Type in what you want on your calendar and click "Update."

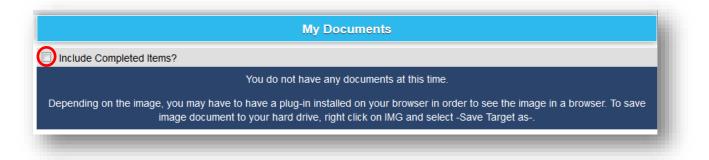
	My Calendar Day	
	Wednesday, January 07, 2015	
Study Group 7:00-9:00pm Learning Center		
	Update Reset	
	Back To Calendar	_

### VIEWING YOUR DOCUMENTS ON FILE

1. From your Home Screen, click "Document Tracking."

CALIFORNIA NORTHSTATE UNIVERSITY	<b>STUDENT PORTAL</b> California Northstate University
Sa	Monday, January 05, 2015
Current term: FALL 2014 (Change) Edit Profile Change Password	Student Portal News
Logout	27 My Calendar
Student Portal –	January's Events View
> Home	
Calendar	
Document Tracking	
Administrative Services -	
My Schedule	

2. To view all documents, check "Include Completed Items."



3. Your documents on file will appear. You can click on "IMG" to view a scan of the document.

Include Completed Items?										
list of E	ist of Documents									
mage	Department	Date	Document	Description	Document Status	Completion Date				
IMG	FINANCIAL AID	5/17/2013	2013-2014 Student Financial Aid Application		Complete	6/24/2013				
IMG	FINANCIAL AID	5/17/2013	2013-2014 Financial Options Statement		Complete	6/24/2013				
IMG	FINANCIAL AID	CIAL AID 5/20/2014 2014-2015 Student Financial Aid Application Complete 7/1/2014		7/1/2014						
IMG	FINANCIAL AID	5/20/2014	2014-2015 Financial Options Statment		Complete	7/1/2014				
IMG	IMG REGISTRATION 4/22/2013 Change of Address Change of Address Request 4/22/2013 Form 4/22/2013		4/22/2013							
IMG	MG REGISTRATION 8/22/2014 Change of Address Change of Address Request 8/22/2014 8/22/2014		8/22/2014							
IMG	REGISTRATION	8/26/2013	Emergency Contact Form	Emergency Contact Form	Complete	9/30/2013				
IMG	REGISTRATION	8/22/2014	Emergency Contact Form	Emergency Contact Form	Complete	8/22/2014				

### VIEWING YOUR SCHEDULE

1. From your Home Screen, click "My Schedule."

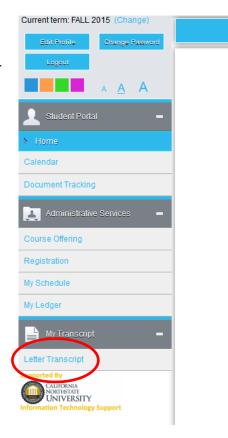
CALIFORNIA NORTHSTATE UNIVERSITY	<b>STUDENT PORTAL</b> California Northstate University
	Monday, January 05, 2015
Current term: FALL 2014 (Change)	Student Portal News
Logout	100 My Calendar
Student Portal –	January's Events View
> Home	
Calendar	
Document Tracking	
Administrative Services -	
My Schedule	

2. Here you can view your schedule in a matrix or list display. **Please note that the official class** schedule is the one sent out by the Office of the Registrar. If there is a discrepancy between the schedule in your portal and the one that is sent out, please use the schedule from the Office of the Registrar.

Matrix I	Display							
Start								
Time	Monday	Tuesday	Wednesday	Inu	rsday		Friday	
08:45 Self Care I Self Care I								
09:15 AM								
01:30 PM Medicinal Chemistry Pharmacy Clinical Cellular & Molecular Biology/Biochemistry & Physical Pharmacy Biology/Biochemistry								
Student	t Schedule							
Dept	Crs Type Section	Course Name	Instructo	r Days	Room	Time	Date	Credits
HAR	621 BMS	Clinical Cellular & Molecular Biology/Biochemistry	Vinall, Ru	th TR	EG-1A	01:30 PM - 04:15 PM	Weekly	5
	631 PhS	Medicinal Chemistry & Physical Pharmacy	Woldemari Tibebe	<sup>am,</sup> MW	EG-1A	01:30 PM - 04:15 PM	Weekly	5
HAR		Biopharmaceutics, Drug	Pather, Ind	iran TRF	EG-1A	09:15 AM - 12:00 PM	Weekly	5
'HAR 'HAR	632 PhS	Delivery/Calculations						

# VIEWING YOUR TRANSCRIPT

 From your Home Screen, click "Letter Transcript" to view your unofficial transcript.

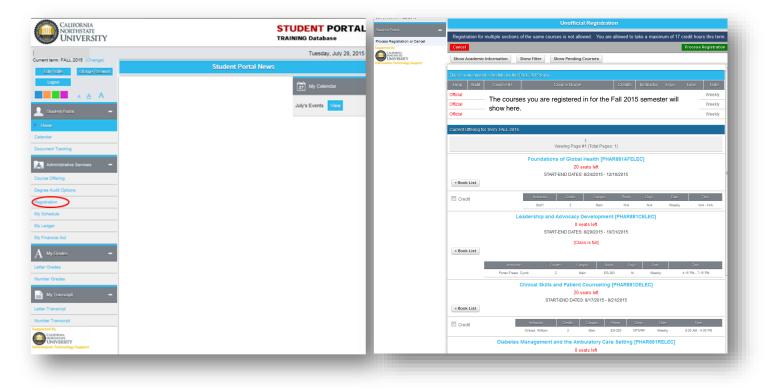


### **COURSE REGISTRATION**

*Note:* Any pop-up blockers must be turned off when accessing the Student Portal Registration. When first logging in, if pop-up blocking is enabled a message will display indicating that pop-ups are blocked and to disable them. This message will display again when students click the Registration link. If pop-up blockers are enabled, Registration will be cancelled.

### **STEP-BY-STEP: REGISTER FOR A COURSE**

 Click Registration on the menu. The Unofficial Registration page opens with your current schedule displayed at the top of the page. All registration done through the Student Portal is considered unofficial and the Office of the Registrar staff will make all registration official once the designated registration timeframe is over. Courses available for registration are displayed in the lower portion of the page.



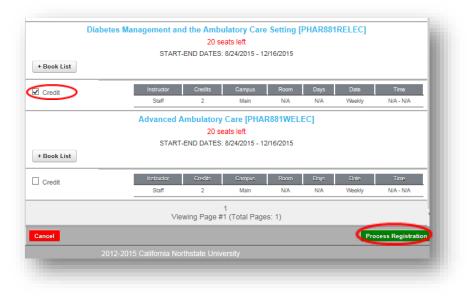
2. All available courses are listed on the Unofficial Registration page. If you do not see the courses or if you have any kind of hold on your student account, a notice similar to the one below will appear on the top of the Unofficial Registration page.

CALIFORNIA NORTHSTATE UNIVERSITY	<b>STUDENT PORTAL</b> California Northstate University
	Wednesday, July 29, 2015
Current term: FALL 2015	Registration Alerts
Home	Registration for this student and term cannot continue because: Student has an active business hold that prevents registration
Calendar	
Document Tracking	

3. To register for a course, click on the Credit box on the bottom left under the course you want.

				Unoffie	ial Regis	tration				
Student Portal	Registration for	multiple section	s of the same co	urses is not al	lowed. Yo	u are allowed t	o take a m	aximum of 17	credit hour	s this term
Process Registration or Cancel	Cancel								Process F	Registration
CALIFORNA NORTHSTATI UNIVERSITY formation Technology Support	Show Academic	Information	Show Filter	Show Pendin	g Courses	]				
	This is your curren	nt schedule for the	e FALL 2015 term							
	Drop Audit	Course ID		Course Nam		Credits	Instruc	tor Days	Time	Date
	Official	<b>T</b> 1								Weekly
	Official	<ul> <li>i ne cours</li> <li>here.</li> </ul>	es you are re	egistered ir	n for the	Fall 2015 S	emester	will show		Weekly
	Official	nere.								Weekly
	0 107 5 4									
	Current Offering fo	or Term: FALL 201	5							
				Viewing Pag	1 e #1 (Total P	ages: 1)				
					seats left	PHAR881AFI	ELEC]			
	+ Book List									
<pre></pre>	Credit		Instructor Staff	Orecite 2	Camp		Daya N/A			Time A - N/A
			Leadership ar	d Advocacy	Develop	ment (PHAR	B81CELEC	21		
					seats left					
			ST	ART-END DATE	S: 8/29/2015	5 - 10/31/2015				
				[CI	ass is full]					
	+ Book List									
		Instruc	124	Credite C	ampua	Room Di	aya i	Data	Time	
		Porter-Frase	ar, Cyndi	2	Main	EG-263	M W	/eekly	4:15 PM - 7:15	5 PM
			Clinical Skill			ling [PHAR88	1DELEC]			
			ST	20 ART-END DATE	seats left ES: 8/17/201	5 - 8/21/2015				
	+ Book List									
	Credit		Instructor	Gredits	Campus	Reem	Days	Date	Time	
			Ofstad, William	2	Main	EG-283	MTWRF	Weekly	9:00 AM - 5:	00 PM
		Diabete	s Managemen		n <mark>bulatory</mark> seats left	Care Setting	[PHAR8	81RELEC]		

4. Once you have selected the course you wish to register, click on one of the Process Registration buttons located on the top and bottom right corner of the screen.

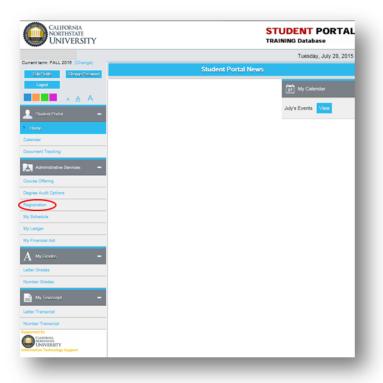


+ Book List			S: 8/17/2015 - 8	//21/2015				
egAudit	Instructor	Oredits	Campus	Reem	Days	Date	Time	
	Staff	2	Main	N/A	N/A	Weekly	N/A - N/A	
Dia	betes Management a		eats left	2/16/2015	PHAR881			
+ Bool Message fro	om webpage			×	ŋ			
					Days	Date	Time	
	Are you sure you want t	o process your	r registration r	iow?	N/A	Weekly	N/A - N/A	
					C]			
+ Book		ОК		ancel				
+ Book			_					
	Instructor	Credita	Campus	Room	Daya	Date	Time	
Credit	Staff	2	Main	N/A	N/A	Weekly	N/A - N/A	
Credit								
Credit		/iewing Page #	1 #1 (Total Page	es: 1)				_ *
Credit		′iewing Page #	1 #1 (Total Page	es: 1)		Pro	cess Registratio	n

6. You are registered! There is nothing more you need to do at this point; the Office of the Registrar staff will take it from here.

### **STEP-BY-STEP: DROP A COURSE**

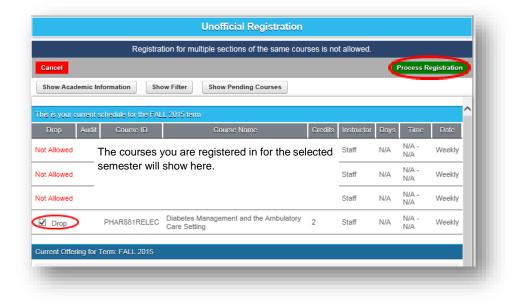
- If you decide you want to register for a different course, you may do so but there is absolutely no guarantee the course you want to add will be available after you go through the drop process for the course you chose first. In addition, the first course you chose may not be available once you drop the course. It is best for you to choose the course you really want as your first choice and stick with it. If you really want to try to attempt to switch your courses, please follow the steps outlined below.
- Click Registration on the menu. The Unofficial Registration page opens with your current schedule displayed at the top of the page.



3. Only the course you added online will have an option to Drop. To select, click on the box next to Drop so a check mark shows in the box.

Cancel						Process R	egistration
Show Academ	nic Information Sho	w Filter Show Pending Courses					
'his is vour cum	ent schedule for the FAL	L 2015 term					
	udit Course ID	Course Name	Credits	Instructor	Days	Time	Date
lot Allowed	-	/ou are registered in for the s	elected	Staff	N/A	N/A - N/A	Weekly
ot Allowed	semester will	show here.		Staff	N/A	N/A - N/A	Weekly
lot Allowed				Staff	N/A	N/A - N/A	Weekly
Drop	PHAR881RELEC	Diabetes Management and the Ambulatory Care Setting	2	Staff	N/A	N/A - N/A	Weekly

4. With the Drop box selected, click on Process Registration on the top or bottom right of the page.



5. Indicate whether or not you would like to process your registration choice.

Registration for multiple sections of the same court	rses is no	t allowed.			
incel				rocess R	egistration
how Academic Information Show Filter Show Pending Courses					
Aessage from webpage					
	Credits	Instructor	Days	Time	Date
Are you sure you want to process your registration now?	6	Staff	N/A	N/A - N/A	Weekly
OK Cancel	3	Staff	N/A	N/A - N/A	Weekly
OK Cancer	8	Staff	N/A	N/A - N/A	Weekly
Drop PHAR881RELEC Diabetes Management and the Ambulatory Care Setting	2	Staff	N/A	N/A - N/A	Weekly
rent Offering for Term: FALL 2015 Processing Page #1 (Total Pages: 1) Foundations of Global Health [PHAR88 20 seats left	1AFELE	C]			

6. You have dropped the course. At this point, you will need to attempt to register for another course.

Please remember, the course you want may not be available after you go through the drop process. In addition, the initial course you registered for may also not be available. If this is the case, you must sign up for one of the available courses as we cannot place you back in a course once you have dropped the course.

You may try to drop and add at the same time. To do this, you must select the course you want to drop first. After selecting the course you want to drop, you can click on the box for the course you want to add. With both check boxes clicked, you press Process Registration. If the course you are trying to add is open, the Portal will move forward with processing your switch.

If you want to change courses after the online registration period has closed, you may need to complete the Course Add/Drop form on the first day of class.

## **Reset Your Password**

1. On the login page, click on "Forgot Password" link.

California Northstate UNIVERSITY		STUDENT PORTAL California Northstate University
		Monday, January 05, 2015
	Student Portal Login	
	Note: Required fields are marked with an asterisk (*) *Username: *Password: Term: FALL 2014 Login Forgot Password? Contact your ported admin if you forger your Username	

- 2. Fill in the "Reset My Password" fields.
  - 1. Username = CAMS ID.
  - 2. Email Address = Current CNU address.
    - Example: john.doe2342@cnsu.edu
  - 3. Type in Security Characters.
  - 4. Click "Reset Password" button.

			Reset My Passwore	d
	Reset I	ly Password		
		Note: Requi	red fields are marked with	an asterisk (*)
		*Username:	1	CAMSID
Ι.	*Er	mail Address:	2	FullEmailAddress@cnsu.
	Securit	ty Characters Image:	3	<b>84</b>
	*Security		Type the characters you see in the image above.	U94K
	Reset I	Password C	Cancel	
		2012-20	015 California Northstate	University

# QUESTIONS?

Questions about:	Contact:
Your Network Login & CAMS Login	hoa.huynh@cnsu.edu
Business Office	sxiong@cnsu.edu or (916) 686-8975
"My Ledger"	
Financial Aid	financialaid@cnsu.edu
"My Financial Aid"	
Registration	CNRegistrar@cnsu.edu
"My Schedule"	
"Degree Audit Options"	
"My Grades"	
"My Transcript"	