CNU

Student Portal
Guide

Contents

Logging In Outside Of The Elk Grove Campus

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

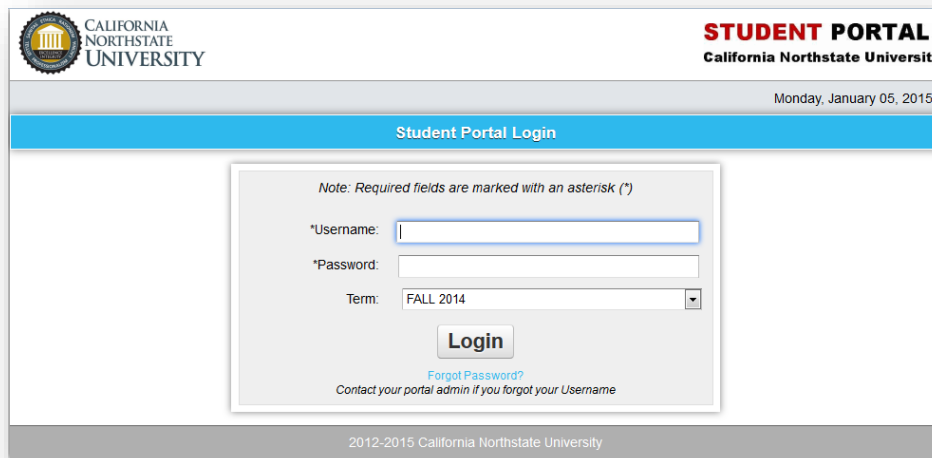   For your log in, type the following:

    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
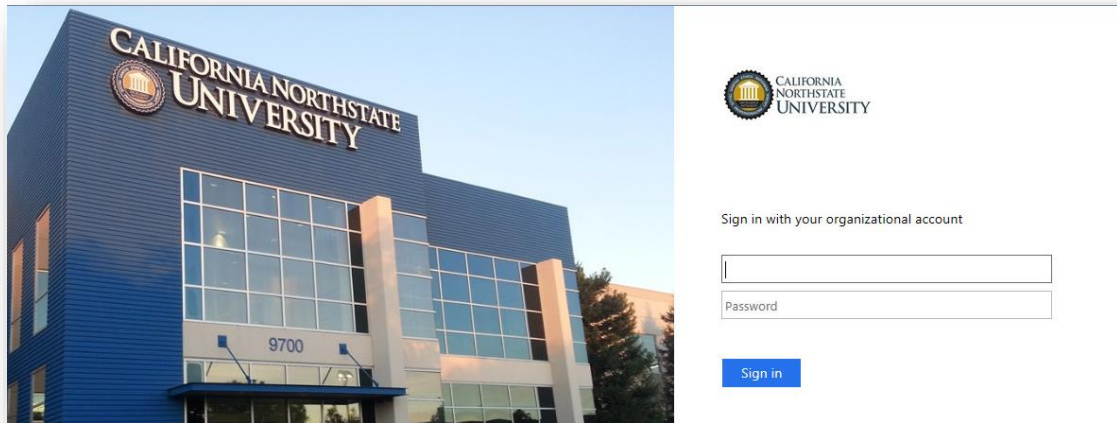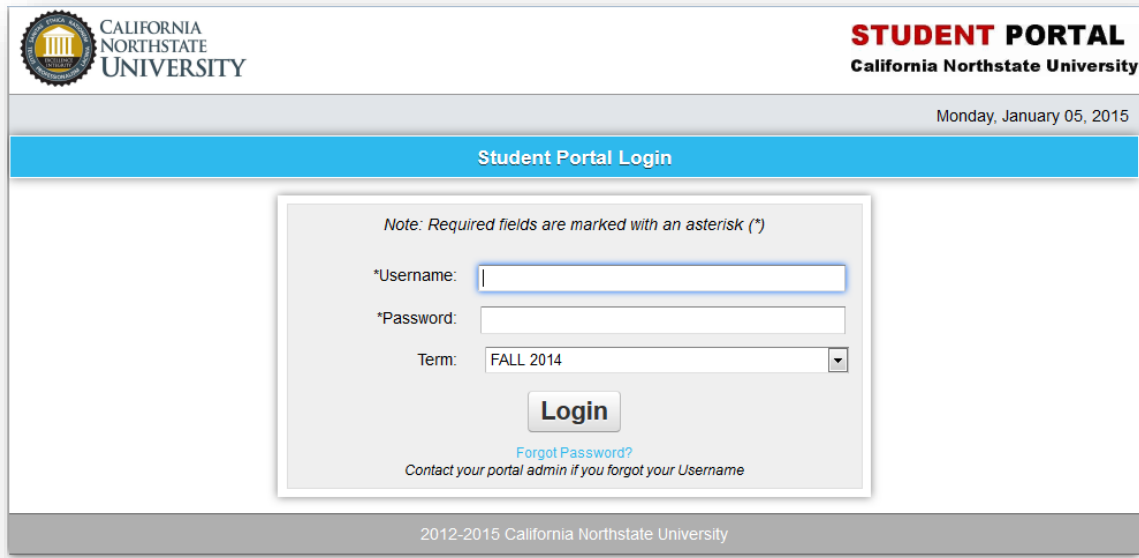

2. You will be automatically redirected to the log in screen for your student portal. Log in here with your Username and Password that was provided to you by IT. Select the term you would like to view and click "Login."

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

Logging In On The Elk Grove Campus

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

2. Enter the Username and Password that was provided to you by IT. Select the term you would like to view and click "Login."

Updating Your Contact Information

1. Click "Edit Profile"
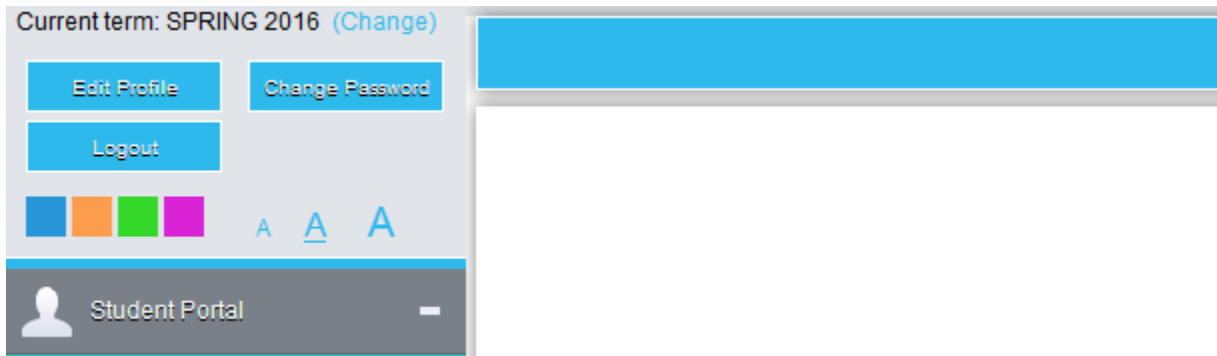
2. Click "Edit" for the address you want to update.
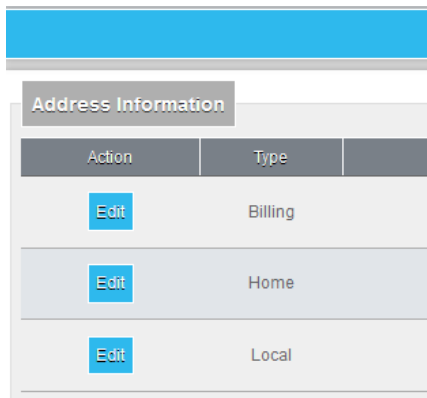
USING YOUR CALENDAR

1. From your Home Screen, click "Calendar."
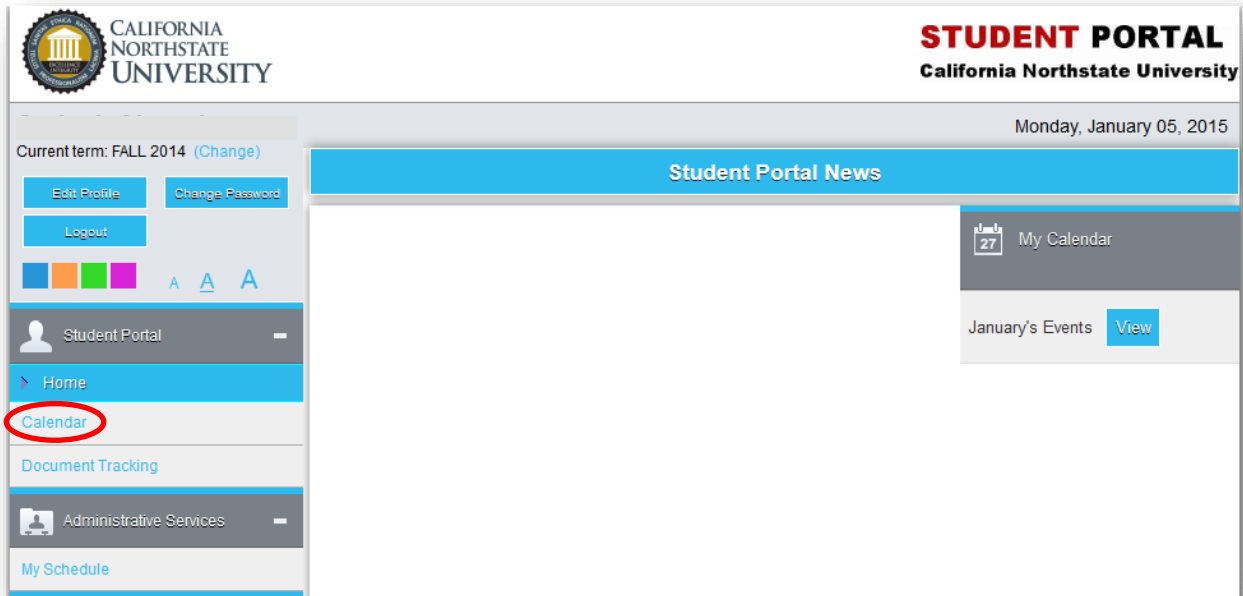
2. To look at a different month, select the month you want from the dropdown menu. You may also type in a different year if needed. Once you have your preferred month and year, click "GO." Or to move to today's date, just click "Today."
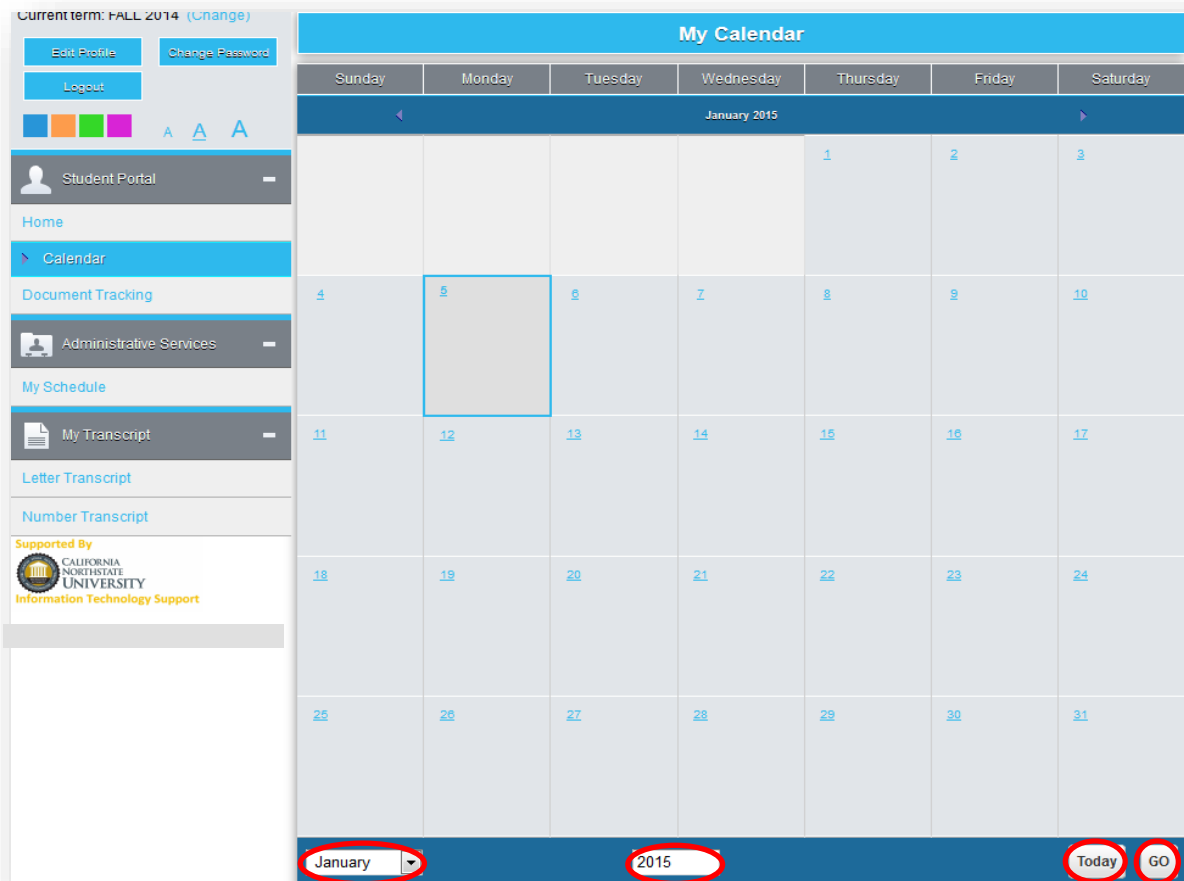
3. To create a calendar entry, click on the corresponding date.
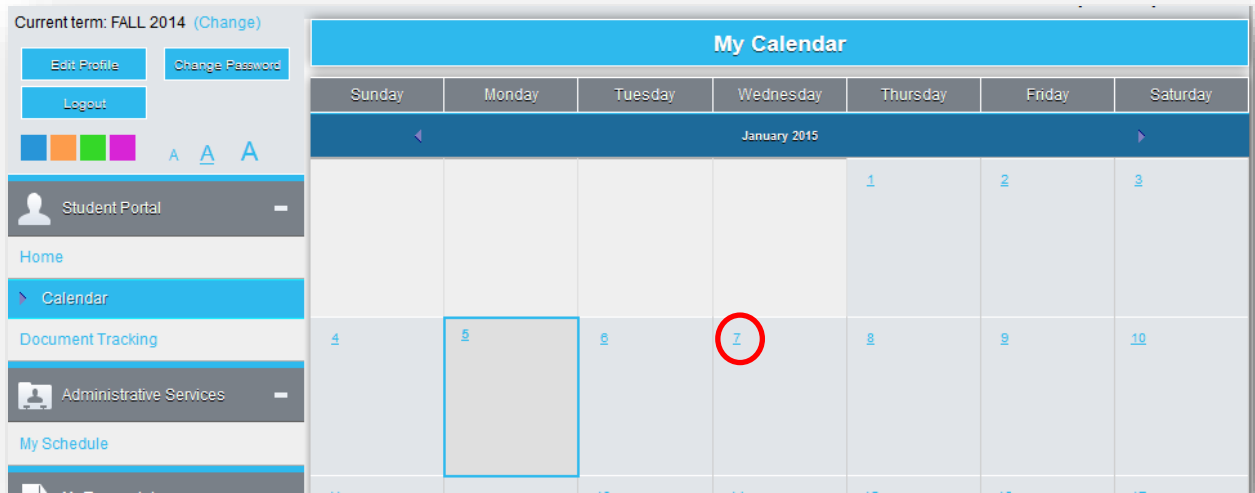
4. Type in what you want on your calendar and click "Update."
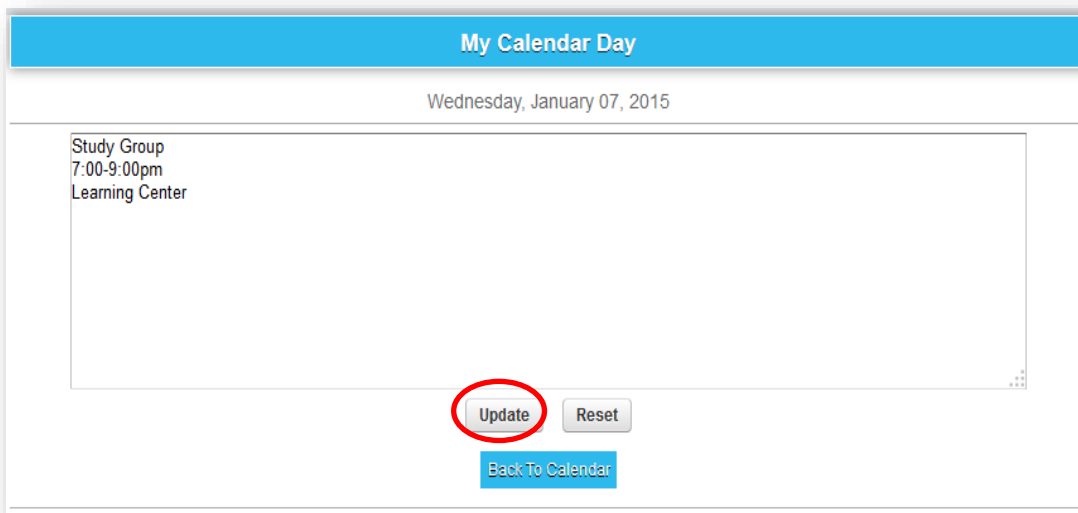
Viewing Your Documents on File

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

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.

My Documents

☑ Include Completed Items?

List of Documents

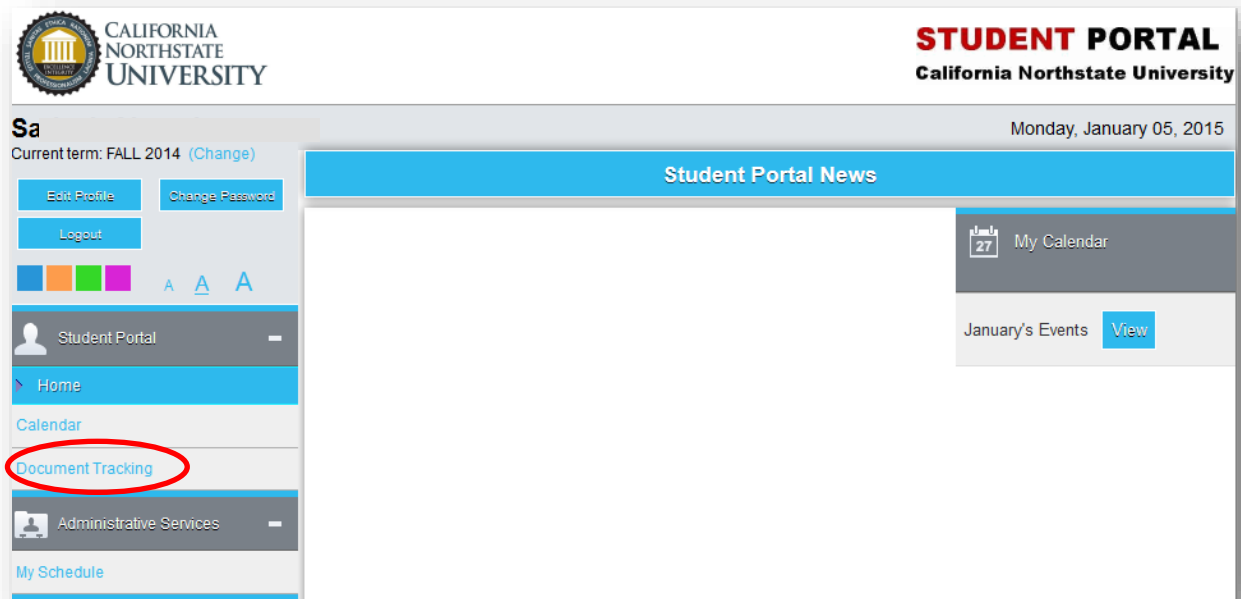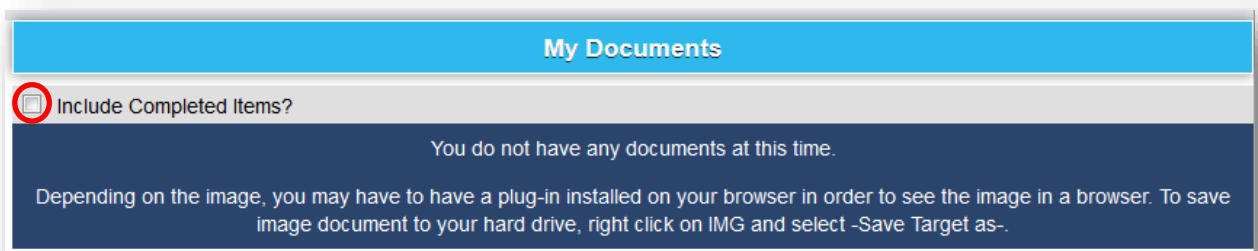| Image	Department	Date	Document	Description	Document Status	Completion Date
IMG	FINANCIAL AID	5/17/2013	2013-2014 Student Financial Aid Application		Complete	6/24/2013
IMG	FINANCIAL AID	5/17/2013	2013-2014 Financial Options Statement		Complete	6/24/2013
IMG	FINANCIAL AID	5/20/2014	2014-2015 Student Financial Aid Application		Complete	7/1/2014
IMG	FINANCIAL AID	5/20/2014	2014-2015 Financial Options Statment		Complete	7/1/2014
IMG	REGISTRATION	4/22/2013	Change of Address	Change of Address Request Form		4/22/2013
IMG	REGISTRATION	8/22/2014	Change of Address	Change of Address Request Form		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

Depending on the image, you may have to have a plug-in installed on your browser in order to see the image in a browser. To save image document to your hard drive, right click on IMG and select -Save Target as-.

Viewing Your Schedule

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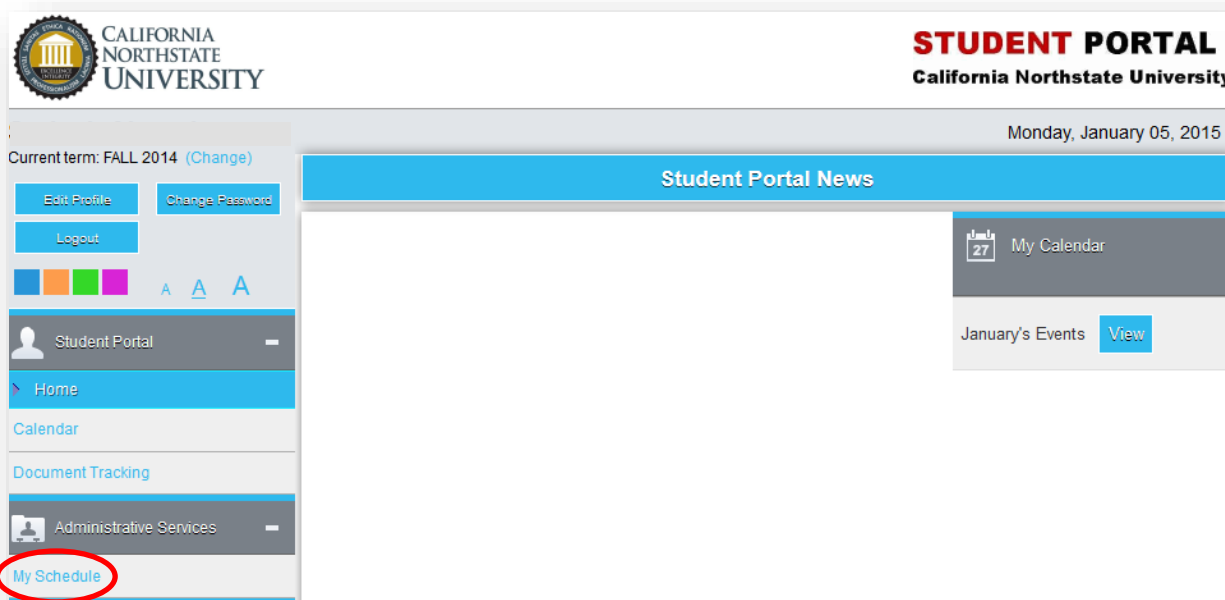
2. Here you can view your schedule in a matrix or list display. **Please note that the official class schedule is the one sent out by the Office of the Registrar.** If there is a discrepancy between the schedule in your portal and the one that is sent out, please use the schedule from the Office of the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

Matrix Display

Start Time	Monday	Tuesday	Wednesday	Thursday	Friday
08:45 AM	Self Care I		Self Care I		
09:15 AM		Biopharmaceutics, Drug Delivery/Calculations		Biopharmaceutics, Drug Delivery/Calculations	Biopharmaceutics, Drug Delivery/Calculations
01:30 PM	Medicinal Chemistry & Physical Pharmacy	Clinical Cellular & Molecular Biology/Biochemistry	Medicinal Chemistry & Physical Pharmacy	Clinical Cellular & Molecular Biology/Biochemistry	

Student Schedule

Dept	Crs ID	Type	Section	Course Name	Instructor	Days	Room	Time	Date	Credits
PHAR	621	BMS		Clinical Cellular & Molecular Biology/Biochemistry	Vinall, Ruth	TR	EG-1A	01:30 PM - 04:15 PM	Weekly	5
PHAR	631	PhS		Medicinal Chemistry & Physical Pharmacy	Woldemariam, Tibebe	MW	EG-1A	01:30 PM - 04:15 PM	Weekly	5
PHAR	632	PhS		Biopharmaceutics, Drug Delivery/Calculations	Pather, Indiran	TRF	EG-1A	09:15 AM - 12:00 PM	Weekly	5
PHAR	641	CIS		Self Care I	Frausto, Sonya	MW	EG-1A	08:45 AM - 12:00 PM	Weekly	4

Total Credits: 19

No waitlist courses were found.

VIEWING YOUR TRANSCRIPT

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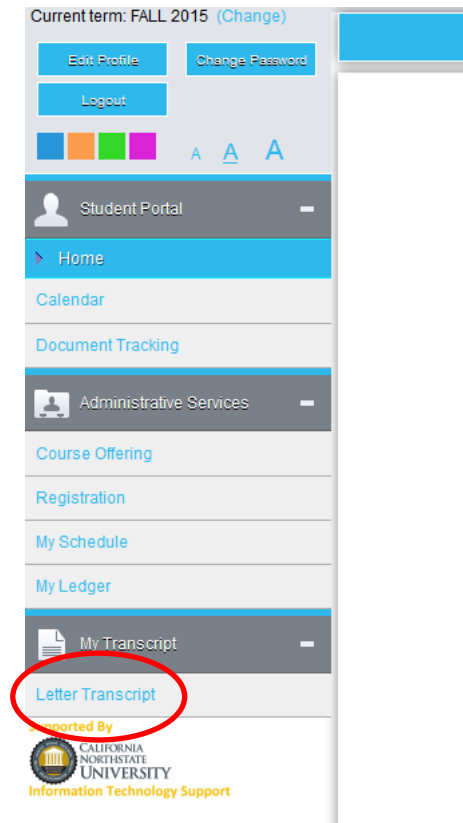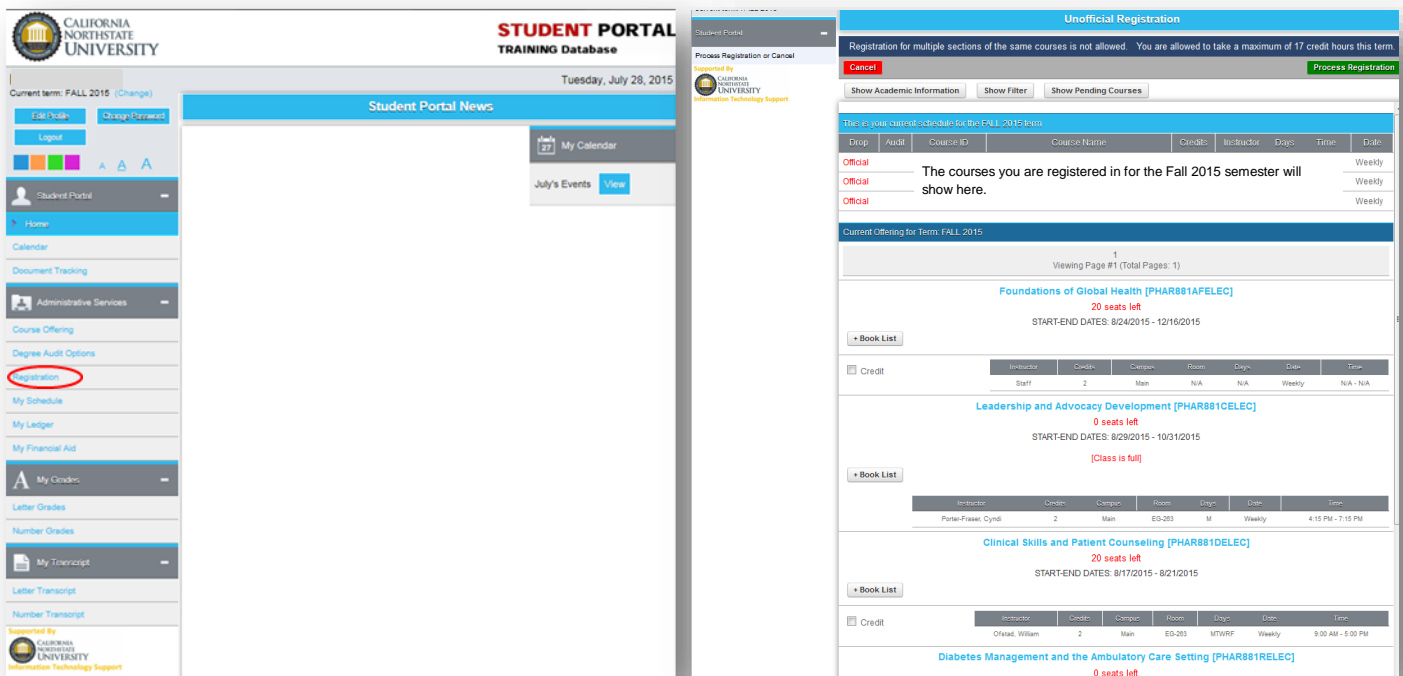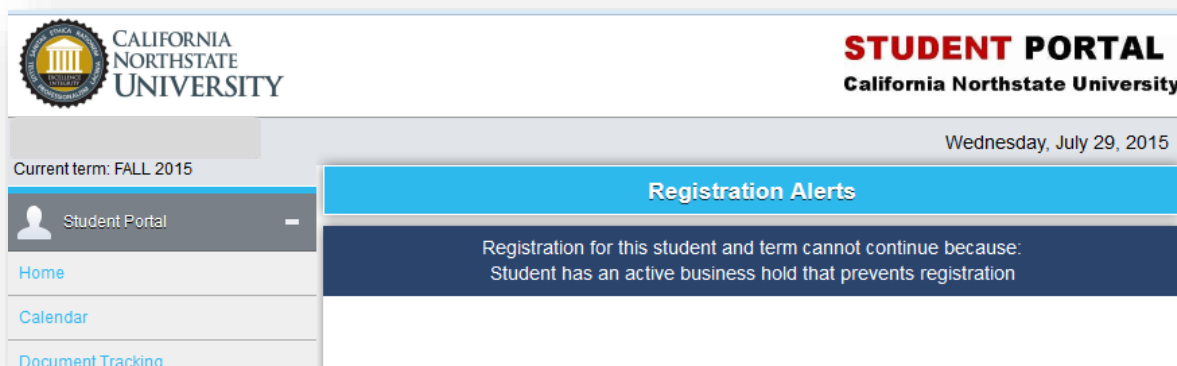
COURSE REGISTRATION

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

1. 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.
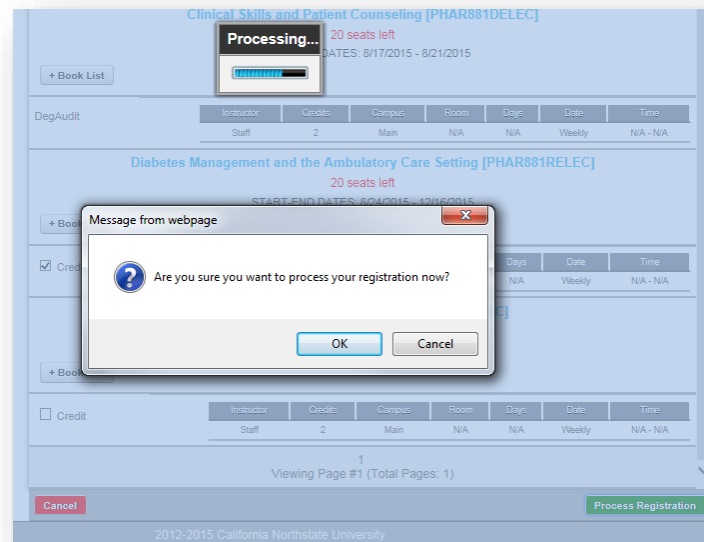
3. To register for a course, click on the Credit box on the bottom left under the course you want.
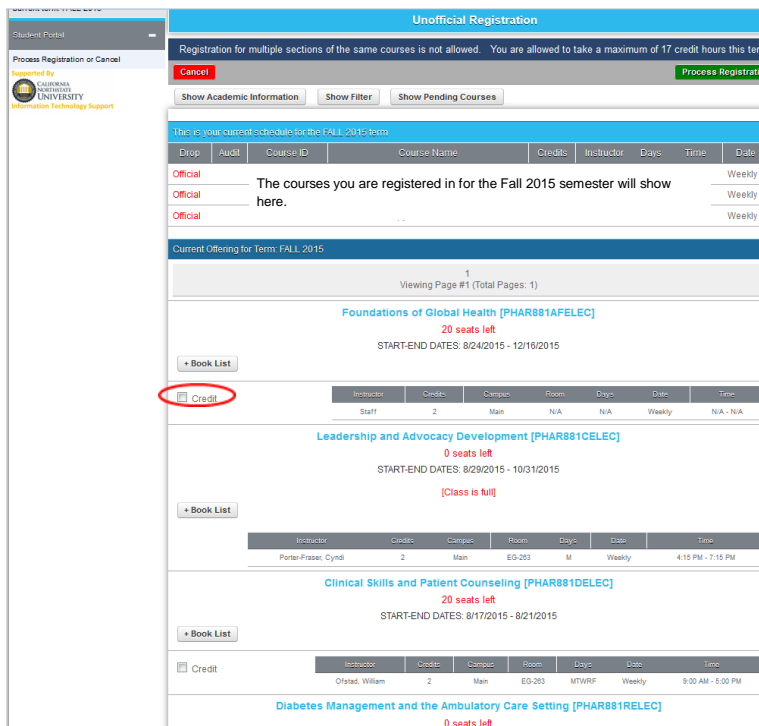
4. Once you have selected the course you wish to register, click on one of the Process Registration buttons located on the top and bottom right corner of the screen.
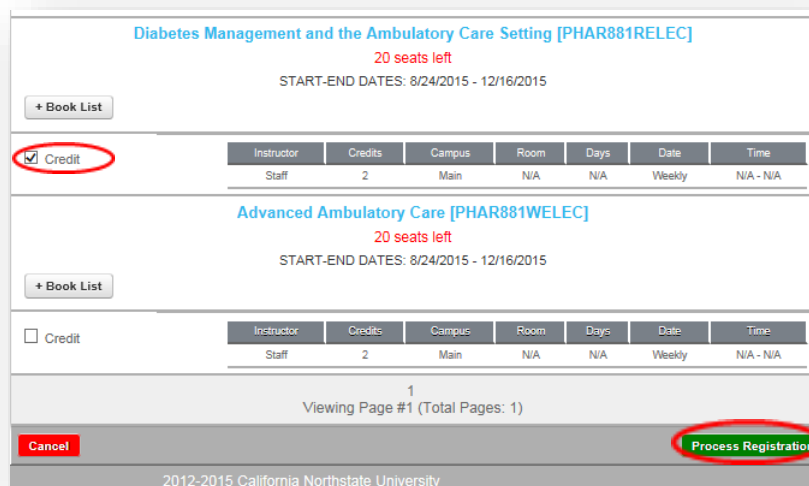
5. Indicate whether or not you would like to process your registration choice.

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

1. 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.

2. Click **Registration** on the menu. The Unofficial Registration page opens with your current schedule displayed at the top of the page.
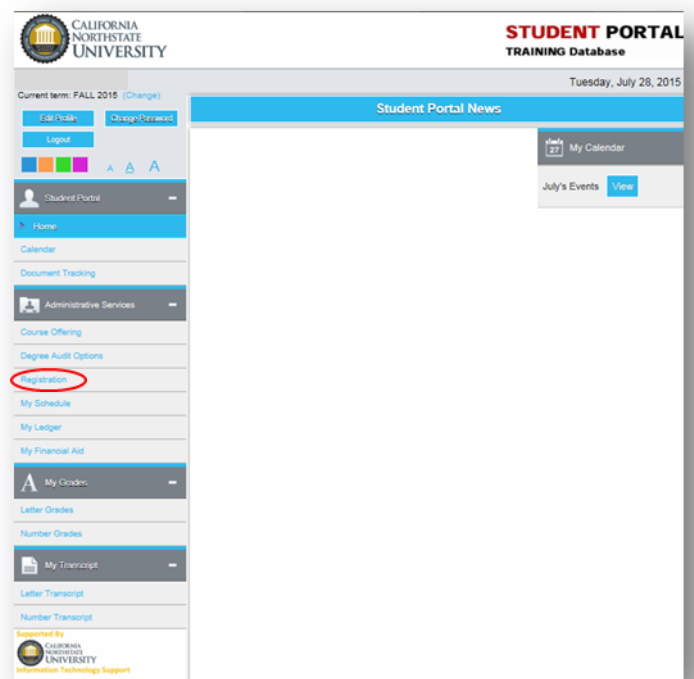
3. Only the course you added online will have an option to Drop. To select, click on the box next to Drop so a check mark shows in the box.

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.

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.

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.

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"	