

HOW TO REGISTER FOR CLASSES ONLINE

1. Type the following web address: www.csu.edu

2. Click on the **CSU X-PRESS** icon.



3. Click on the **ENTER SECURE AREA** link. (*red arrow*)

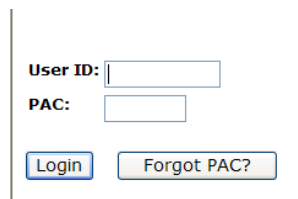


Enter Secure Area
Class Schedule
Apply for Admission
Course Catalog
Prospective Students
Transfer Equivalencies
Voter Registration Form

4. Type in your social security number on the **USER ID** box.

5. Type your special 6 character code on the **PAC** Box. (*NOTE: For first time users, the PAC is usually your Date of Birth. For example, if your birthday is July 23, 1976, then your PAC will be 072376.*)

6. Once the information is entered, click on the **LOGIN** link. (*NOTE: If you are experiencing problems click on the **FORGOT PAC** link. If you used the system before then you can access CSU X-Press by answering the security question that you have provided.*)

A login form with two input fields. The first is labeled "User ID:" and the second is labeled "PAC:". Below the fields are two buttons: "Login" and "Forgot PAC?".

User ID:
PAC:

7. Now, select the appropriate term you want to register, and click on the **SUBMIT** link.

8. Now, enter the pin number that you received from your advisor on the **ALTERNATE PIN** box. (*NOTE: Advising pin can only be obtained once you have seen and been evaluated by your advisor. This number will change every term.*)

9. Now you must input the course reference number for each one of your classes in the **ADD CLASSES WORKSHEET** box.

10. Next, click on the **SUBMIT CHANGES** link.

11. Now, you will notice that all accepted courses will be displayed to you. Finally, click on the **COMPLETE YOUR REGISTRATION** link.

Congratulations! You have just registered online.

PAYMENT INFORMATION



Mail payment or pay in person at the cashier's window in the Cook Building 211 by published deadline.

Credit card payments are accepted by telephone at (73) 995-3571.

STUDENTS ARE NOT VALIDATED UNTIL A PAID CASHIER RECEIPT IS ISSUED.

TECHNICAL ASSISTANCE



Online help is available. For direct assistance call
(773) 995-2038

Monday through Friday 9:00 a.m. – 5:00 p.m.