









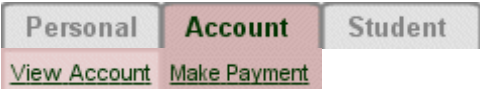



CampusNet Help Sheet

I want to...	You will need to ...
<p>Log into CampusNet.</p>	<p>...go to http://www.csuohio.edu, and near the bottom center of the page click on “LOGIN FOR: CampusNet...”</p> <p>► Once there, click on “CampusNet Login,” and enter your student ID number followed by your password.</p>
I want to...	You will need to ...
<div style="text-align: center;"> Personal Account Student </div> <div style="text-align: center; margin-top: 5px;"> Grades Add / Drop Schedule Transcript Student Record Class Search </div>	
<p>Add or register for a course.</p>	<p>...click on the third tab – “Student” at the top of the page.</p> <p>► From the choices, click on “Add/Drop.”</p> <p>► Next, select the term that you wish to register or add a course</p> <p>► Then, enter in the class number for your course, and click on  Add class to this schedule.</p> <p>Note: If you do not know the class number, you can use Quick Search to find a class.</p> <p>► Once you have selected your courses, verify all of the class information shown, checking to be sure they are the right courses, times and locations.</p> <p>► When you are done verifying your courses, click .</p> <p>► If the course(s) were processed successfully, you will receive a message that says “You successfully added this course to your schedule.” If the attempt is unsuccessful, you will receive a message that informs you of an “Enrollment Error.” If you receive an enrollment error, your class has not been added.</p> <p>Note: Information on prerequisites/permission needed to enroll can be found by clicking on the ‘details’ icon - .</p>
<p>Drop a course.</p>	<p>...click on the third tab – “Student” at the top of the page.</p> <p>► From the choices, click on “Add/Drop.”</p> <p>► Next, select the term that you wish to drop a course.</p> <p>► Then, select the course that you wish to drop, and click  Drop.</p>
<p>View my schedule.</p>	<p>...click on the third tab – “Student” at the top of your CampusNet page.</p> <p>► Then, click on “Schedule.”</p> <p>► From there, click on the semester that you wish to view your schedule.</p>
<p>View my grades.</p>	<p>...click on the third tab – “Student” at the top of the page.</p> <p>► From the choices under “Student,” select “Grades.”</p> <p>► Then, select the term that you wish to view your grades, and click your grades, and click .</p>
<p>View my transcripts.</p>	<p>...click on the third tab – “Student,” at the top of the page. From there, click on “Transcript,” enter your student ID number, and click .</p>
<p>View my Student Record.</p>	<p>...click on the third tab – “Student” at the top of the page.</p> <p>► Then, click on “Student Record.” Enter your student ID number, and click .</p>

CampusNet Help Sheet

I want to...	You will need to ...
Get a new password.	...call Information Systems and Technology (IS&T) Call Center at 216/687-5050, and ask to have your password reset.
Print something from CampusNet.	...look to the top right hand side of your CampusNet page and locate the  Print . Click on the icon --  Print .
Find help!	...If you encounter difficulty at any time while using CampusNet, look to the upper right side of your CampusNet page and select the icon -  Help .

I want to...	You will need to ...
	
View a summary of my account.	<p>...click on the second tab – “Account” at the top of the page.</p> <p>▶ Next, click on “View Account.”</p> <p>Note: You can adjust the view dates of transactions with the “View Account Dates” box on the right side of the page.</p>
Pay a bill on CampusNet using my credit card.	<p>...click on the second tab – “Account” at the top of the page.</p> <p>▶ From there, select “Make Payment.”</p> <p>▶ Follow the outlined steps beginning with “Step 1 – Enter Payment Information.”</p>

I want to...	You will need to ...
	
Change my address, e-mail or other personal information.	<p>...click on the first tab – “Personal” at the top of the page.</p> <p>▶ From there, click on the appropriate title (e.g. Personal Data, E-mail, Change PIN, Change Password) of what you would like to check for appropriate information or change.</p>
Search for a class.	<p>...click on the first tab – “Personal” at the top of the page.</p> <p>▶ Then, click on Class Search, and fill-in what information you know that will help you find the course(s) you are searching for.</p>