Overview
This student guide demonstrates how to register and login to SJSU Open University as a new student.

To login to MySJSU:

1. Go to MySJSU (http://my.sjsu.edu/).
2. Click the SJSU Open University hyperlink.

Note: This hyperlink is only available during the registration periods.
The SJSU Open University Welcome page displays.

3. Click the Continue button.

Welcome Student!

The following pages will enable you to register for Open University Undergraduate courses at San Jose State University.

The self service online registration process is available only to students who have not earned a masters or credential and are not actively seeking those degrees.

If you are not currently seeking an undergraduate or second baccalaureate degree at San Jose State University click the 'Continue' button below.

Please visit http://ou.sjsu.edu/ for more information about SJSU’s Open University.

The SJSU Open University Questionnaire page displays.

4. Select the radio buttons to answer the questions.

5. Click the Continue button.

Note: Depending on the answers given, one of three pages will display. See the following pages for details.
The SJSU Open University Paper Process page displays.

Note: If you receive this message, stop. You cannot register online. Follow the instructions provided on this page.

SJSU Open University Paper Process

Based on your responses, it has been determined that you are not eligible to use the online Open University registration process.

The students listed below must use the Open University Registration form.

Graduate students (students who have earned a master's or credential or are actively seeking one).

Disqualified students (undergraduate, second baccalaureate, or graduate).

The Open University form can be downloaded at http://ou.sjsu.edu/forms/. Read and follow the instructions on this form and obtain the appropriate signatures. Please do not submit duplicate requests since this can further delay its processing. The form may be submitted in person at the 'R' Counter in the Student Services Center, or by fax at 408-924-2077.
6. Click the Sign In button, if it displays.

Note: If you receive this message, stop. Continuing students can use the guide titled Open University Registration for a Continuing Student, found in the Students section of MySJSU.

The Login page displays.

7. Enter your SJSU ID and Password.

8. Click the Sign In button.

Note: If you have difficulty logging in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name and SJSU ID.
The SJSU Unit Limitation Policy displays.

If you receive this notice, proceed with the steps below.

9. If you do not agree to the Privacy and Unit Limitation Policy, click I Do Not Wish to Continue with this activity and exit the page.

10. If you agree to Privacy and Unit Limitation Policy, click the I Have Read and Understand the Regulation on Privacy and Unit Limitations button.
The Open University User Registration page displays.

11. Enter the information requested on the page.
12. Click the **Continue** button.
The Create User Profile page displays.

13. In the spaces provided, enter your **Password** and then **Confirm Password**.

14. Click the **Submit** button.
15. Click the **Sign In** button.

**Sophia Spartan**

Congratulations!

Your personal information has been accepted. You are ready to register for classes. Click the 'Sign In' button below to log into MySJSU. Logging in will require you to enter your SJSU User ID (shown below) and the password that you just created.

If you need to register in the future, go to [http://my.sjsu.edu/](http://my.sjsu.edu/) and use the Login to MySJSU button. Your User ID and password will work.

Please print this page for your records.

Go to [http://www.sjsu.edu/mysjsu/students/help/enrollment/](http://www.sjsu.edu/mysjsu/students/help/enrollment/) for detailed steps on how to register for classes.

User ID: 00
Student ID: 00
The MySJSU login page displays.

16. Enter your SJSU ID and Password.
17. Click the Sign In button.

The Student Center displays.

18. Select Open University Enrollment from the Academics dropdown menu.
19. Click Go
20. Select **Program** and **Term** from the dropdown menus.
21. Click the **Submit** button.

The Congratulations page displays.

22. Click the **Enroll in Classes** button.
The Select Term page displays.

23. Select the radio button that corresponds to the term you want to enroll in.

24. Click the Continue button.

The Add Classes page displays.

Note: For step by step directions on how to add a class, refer to the help tutorials located in the Students section of MySJSU.