


Overview

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

1. Go to the Open University page (<http://www.sjsu.edu/openuniversity/login>).
2. On section for **New Student**, click on the **Quick Admit** button.

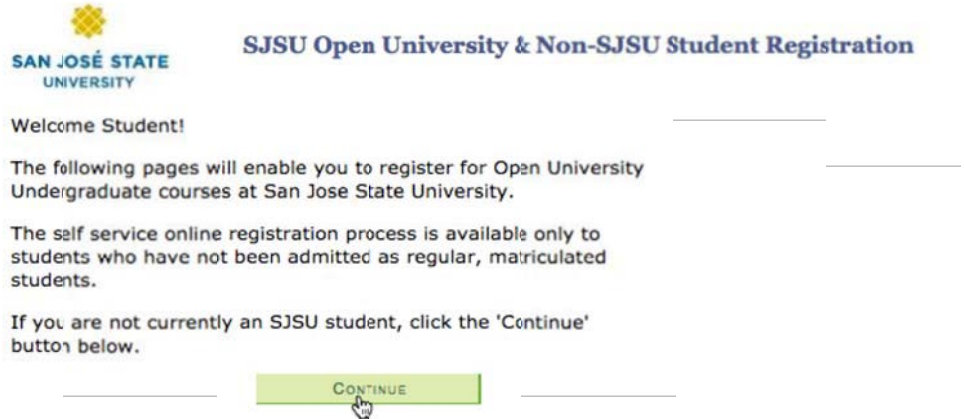


Quick Admit

*Please note the Quick Admit button for Open University registration will not be available until registration opens. The button will be available on the first day of the Fall and Spring semester and on the first day of Open University or non-matriculated students registration for Summer and Winter Sessions.

**The SJSU Open University
Welcome page displays.**

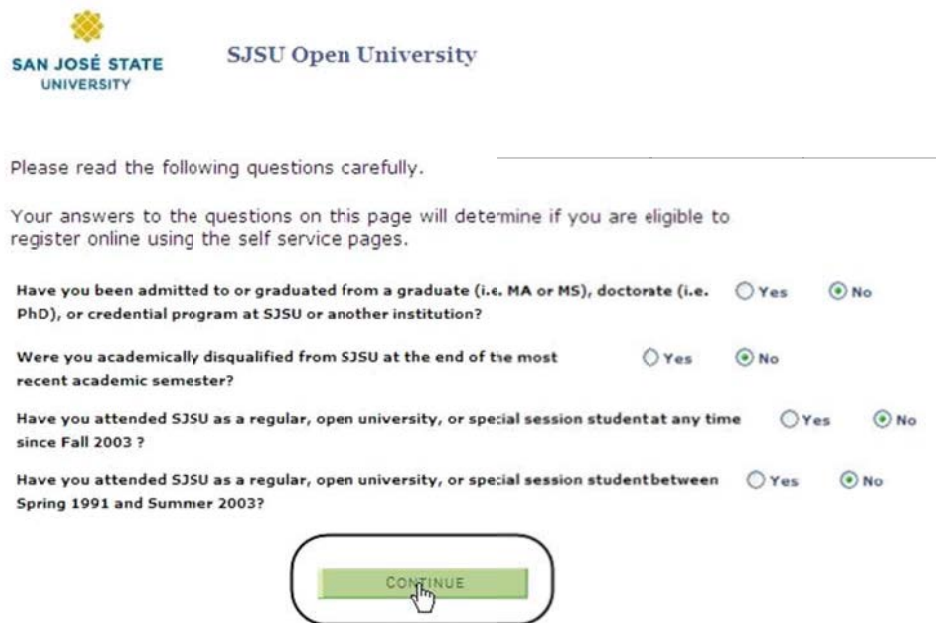
3. Click the **Continue** button.



**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. You must use the paper process to enroll.

The Open University Registration 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.

The SJSU Open University returning student page displays.

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*.*



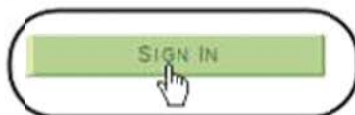
SJSU Open University

Welcome Student!

Use this page to register yourself in Open University courses if you are a returning undergraduate or second baccalaureate student.

When you click the 'Sign In' button below, you will be asked to enter your SJSU User ID and password. If you don't know your SJSU User ID and/or password, please contact the CMS Help Desk at cmshelp@sjsu.edu. Be prepared to supply personal information that will help them identify you in PeopleSoft. The help desk is open from 7:30am - 5:00pm, Monday through Friday. Please allow up to 2 business days for a response.

If you know your SJSU User ID and password, please click the 'Sign In' button below. Once the student center displays click the link [CSU SA Baseline > CSU Student Records > Self Service Quick Admit > Use > Returning Student Activation](#) and follow the prompts.



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.

A screenshot of the SJSU login page. At the top, it says "Please sign in below to access PeopleSoft" and "MySJSU". Below that is the SJSU logo and a "Sign In" form. The form has fields for "Username" (containing "00000000") and "Password" (containing "*****"). There is a "Sign In" button, a "Remember me" checkbox, and links for "Forgot password?" and "Help". At the bottom, it says "Powered by Dixa Privacy Policy".

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.



SJSU Privacy and Unit Limitation Policies

Welcome Student!

Please read the Privacy and Unit Limitation Policy.

SJSU Privacy Policy: Any information that you enter here is completely confidential and will not be sold for any other purpose other than User Registration.

Unit Limitation Policy: You may take new courses or repeat courses for academic renewal. You may register for as many courses as you would like, but keep in mind that only 24 units of undergraduate coursework or 6 units of graduate coursework may be applied towards your degree.

I HAVE READ AND UNDERSTAND THE REGULATION ON PRIVACY AND UNIT LIMITATIONS.

I DO NOT WISH TO CONTINUE WITH THIS ACTIVITY

The Open University User Registration page display .

- 11. Enter the information requested on the page.
- 12. Click the **Continue** button.



Open University User Registration

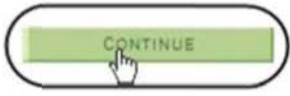
Please enter the following data to register yourself as an Open University student. Click the Continue button below when you have completed entering data.

All information that you enter here is completely confidential and will not be sold or used for any purpose other than User Registration

(* indicates required data)

Name Prefix:	<input type="text"/>
*Legal First Name:	<input type="text" value="Sophia"/>
Legal Middle Name:	<input type="text"/>
*Legal Last Name:	<input type="text" value="Spartan"/>
	<input type="checkbox"/> No Social Security Nbr
Social Security Nbr:	<input type="text" value="111-11-1111"/>
*Address:	<input type="text" value="One Washington Sq"/>
*City:	<input type="text" value="San Jose"/>
*State:	<input type="text" value="California"/>
*Postal Code:	<input type="text" value="95192"/>
Country:	<input type="text" value="United States"/>
*Contact Phone:	<input type="text" value="408/924-1530"/>
*Date of Birth:	<input type="text" value="12/26/1955"/> (Example: 12/31/2000)
*Gender:	<input type="text" value="Female"/>
	<input type="checkbox"/> I do not have an Email Address
Email Address:	<input type="text" value="sofia.spartan@sjsu.edu"/> (Example: youraddress@provider.com)

Do you have a bachelor's degree? Yes No



The Create User Profile page displays.

13. In the spaces provided, enter your **Password** and then **Confirm Password**.
14. Click the **Submit** button.



Create User Profile

Sophia Spartan

Please create a password. Passwords must be a minimum of 8 characters with at least 1 number. Pay close attention to the case in which you enter your password - passwords are cAsE seNsITIVe! My PassWord2008 does not equal mypassword2008.

*Password:

*Confirm Password:

Program to Enroll:

Term:



**The Open University
Application Successful page
displays.**

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



Open University Application Successful

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.

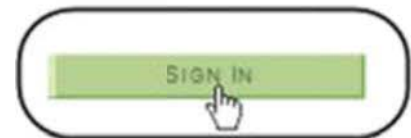
If you need to register in the future, go to <http://my.sjsu.edu/> and use the Login to MySJSU button. Your User ID and password will work.

Please print this page for your records.

Go to <http://www.sjsu.edu/mysjsu/students/help/enrollment/> for detailed steps on how to register for classes.

User ID: 00

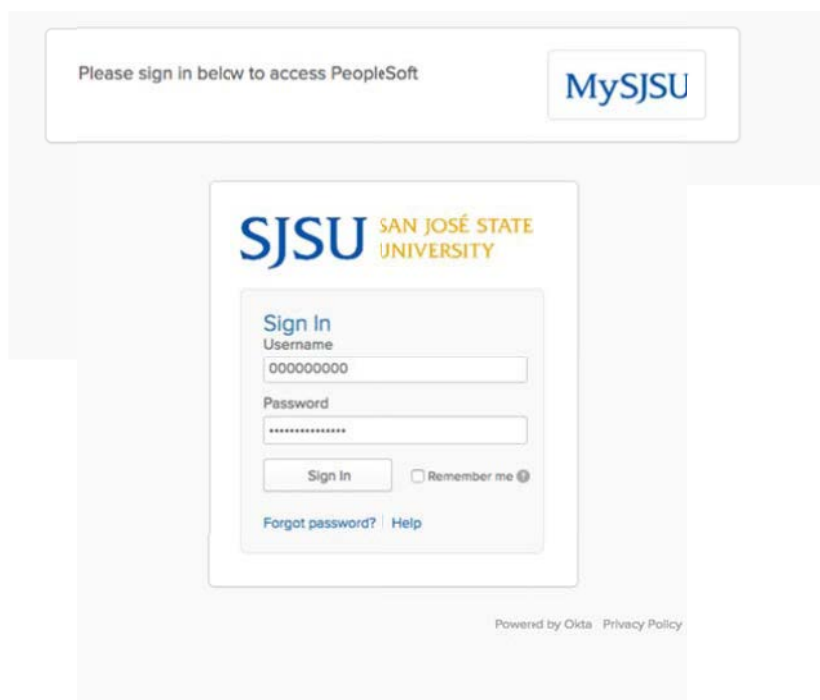
Student ID: 00



The MySJSU login page displays.

16. Enter your **SJSU ID** and **Password**.

17. Click the **Sign In** button.



The Student Center displays.

18. Click **Enroll**.

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

