

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/) (<http://my.sjsu.edu/>).
2. Click the **SJSU Open University** hyperlink.

Note: This hyperlink is only available during the registration periods.



The screenshot shows the MySJSU website interface. At the top left, it says 'MYSJSU SAN JOSE STATE UNIVERSITY'. Below this is a navigation menu with links for 'About Us', 'Employees', 'Job Applicants', 'Students', 'Help', and 'MySJSU Sign In'. A search bar is located at the top right. Below the navigation menu, there is a breadcrumb trail: 'SJSU Home > MySJSU'. The main content area features a large photograph of a group of students wearing yellow 'SAN JOSE STATE' t-shirts and blue 'SJSU' visors, posing enthusiastically. To the right of the photo, there is a 'Quick Links' section with two items: 'My Password/Sign In Help' and 'System Downtime'. Below this is a prominent blue button labeled 'MySJSU SIGN IN'. Underneath the button, it states 'Registration Open Apr 30 - Jun 11' and a rounded button labeled 'OPEN UNIVERSITY QUICK ADMIT'. At the bottom right, there is a 'Contact Us' link.

The SJSU Open University Welcome page displays.

3. Click the **Continue** button.



SJSU Open University

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.



SJSU Open University

Please read the following questions carefully.

Your answers to the questions on this page will determine if you are eligible to register online using the self service pages.

Have you been admitted to or graduated from a graduate (i.e. MA or MS), doctorate (i.e. PhD), or credential program at SJSU or another institution? Yes No

Were you academically disqualified from SJSU at the end of the most recent academic semester? Yes No

Have you attended SJSU as a regular, open university, or special session student at any time since Fall 2003? Yes No

Have you attended SJSU as a regular, open university, or special session student between Spring 1991 and Summer 2003? Yes No



**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

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.

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*.*

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.



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.



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A screenshot of a login form on a light gray background. It features two input fields: "SJSU ID:" with the value "00" and "Password:" with ten black dots. Below the fields is a dark gray button with rounded corners and a black border, containing the text "Sign In" in white. A white hand cursor is pointing at the center of the button.

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 Unit Limitation Policy

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.

The Open University User Registration page displays.

- 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.

Any 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="12/26/1998"/> (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:	<input type="password" value="••••••••"/>
*Confirm Password:	<input type="password" value="••••••••"/>
Program to Enroll:	Open University - Undergraduate
Term:	Spring 2012

*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.

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SJSU ID: 00
Password: ●●●●●●●●●●
Sign In

The Student Center displays.

18. Select **Open University Enrollment** from the Academics dropdown menu.

19. Click **Go**



Student Center

Skyler's Student Center

View My Messages

You have no new messages.
[View Messages](#)

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

You are not...

Open University Eni

The Enroll in Open University Classes page displays.

- 20. Select **Program** and **Term** from the dropdown menus.
- 21. Click the **Submit** button.



Enroll in Open University Classes

Skyler Spartan

Open University classes are available for members of our community who are not actively seeking a degree from San Jose State University. For more information, please [visit the Open University website](#).

If you are actively seeking a degree, please return to the Student Center and click the "Add a Class" link to begin the registration process.

*Program to Enroll:	Open University - Undergraduate	▼
*Term:	Spring 2012	▼



[RETURN TO STUDENT CENTER](#)

The Congratulations page displays.

- 22. Click the **Enroll in Classes** button.



Congratulations!

Skyler Spartan

You have just activated yourself as an Open University student.

You are now eligible to enroll in Open University classes. Click the button below to select your Open University classes.



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.

Skyler Spartan

Search Plan Enroll My Acad

my class schedule || add || drop || edit || term in

Add Classes

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Fall 2009	Undergraduate	San Jose State University
<input type="radio"/>	Winter Session 2010	Undergraduate	San Jose State University
<input type="radio"/>	Spring 2010	Undergraduate	San Jose State University
<input type="radio"/>	Spring 2011	Undergraduate	San Jose State University
<input checked="" type="radio"/>	Spring 2012	Undergraduate	San Jose State University

CONTINUE

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.

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2012 | Undergraduate | San Jose State University **change term**

Add to Cart:

Search for Class **search**

..... OR

Enter Class Nbr **enter**