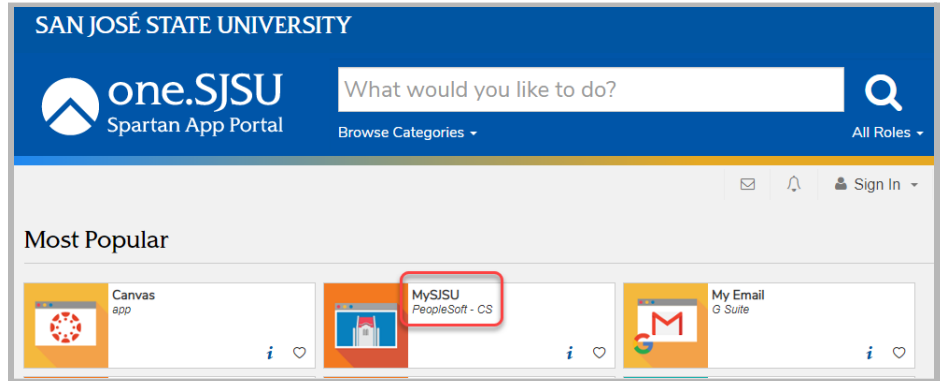


Once you have an SJSU ID, activated your SJSUOne account, and set up two factor authentication, you can enroll in your class. This guide will show you how to add the class through the MySJSU student portal.

The *one.sjsu.edu* homepage displays.

1. Go to one.sjsu.edu
2. Click the **MySJSU** tile.
If you can't find the MySJSU tile, search for it in the "What would you like to do?" search bar at the top of the page.



If you see the *MySJSU sign-in* page, please continue to Step #3.

If you see the *Student Center* page, please continue to Step #4.

The *MySJSU sign-in* page displays.

3. Enter your **9-digit SJSU ID** and **Password**. Click the **Sign In** button.

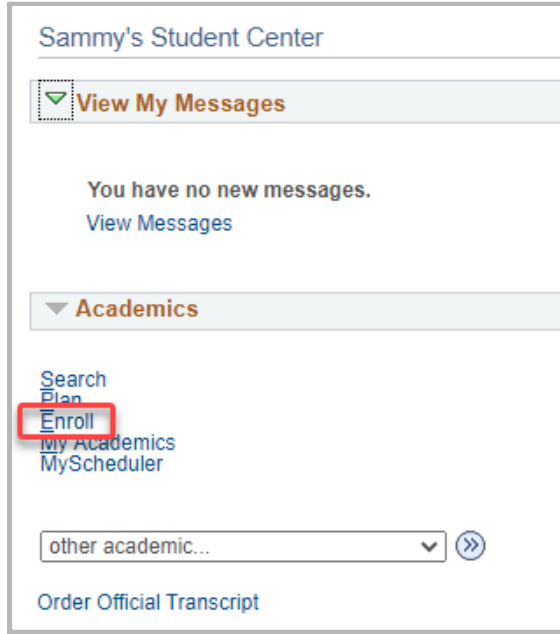
If you have forgotten your password, go to the [Reset Password](#) page and enter the 9-digit SJSU ID. Choose one of the two options listed to reset your password.

You can also go to the FAQ section in the [Password Help](#) page for additional assistance.

If you continue to have problems, please contact IT Service Desk.
408-924-1530
itservicedesk@sjsu.edu

The Student Center page displays.

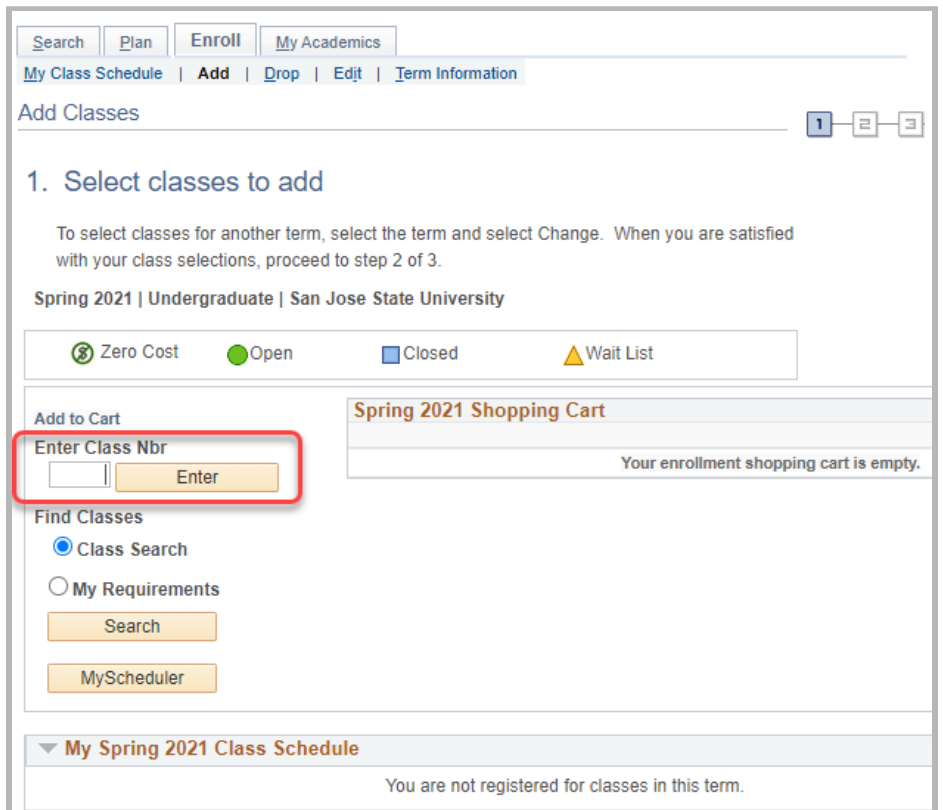
- Under the *Academics* section, click the **Enroll** link.



The Add Classes page displays.

- Enter the **5-digit class number** provided to you. Click the **Enter** button.

For example, 21142.



6. a. Review the class information to confirm that you are enrolling in the correct class.

1. Select classes to add - Enrollment Preferences

Spring 2021 | Undergraduate | San Jose State University
ANTH 11 - Cultural Anthro

Class Preferences

ANTH 11-01 Lecture Open

Session Regular Academic Session
Career Undergraduate

Enrollment Information

- GE D1: Human Behavior

Wait List Wait list if class is full
Permission Nbr
Grading Normal Grade Rules
Units 3.00
Requirement Designation GE D1: Human Behavior

Cancel Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture		On Line	Melissa Beresford	01/27/2021 - 05/17/2021

- b. If correct, enter the **Permission Number** if provided to you. Click the **Next** button and proceed to **Step #7**.

For example, 143256.

1. Select classes to add - Enrollment Preferences

Spring 2021 | Undergraduate | San Jose State University
ANTH 11 - Cultural Anthro

Class Preferences

ANTH 11-01 Lecture Open

Session Regular Academic Session
Career Undergraduate

Enrollment Information

- GE D1: Human Behavior

Wait List Wait list if class is full
Permission Nbr 143256
Grading Normal Grade Rules
Units 3.00
Requirement Designation GE D1: Human Behavior

Cancel Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture		On Line	Melissa Beresford	01/27/2021 - 05/17/2021

- c. If incorrect, click the **Cancel** button.

1. Select classes to add - Enrollment Preferences

Spring 2021 | Undergraduate | San Jose State University
ANTH 11 - Cultural Anthro

Class Preferences

ANTH 11-01 Lecture Open

Session Regular Academic Session
Career Undergraduate

Enrollment Information

- GE D1: Human Behavior

Wait List Wait list if class is full
Permission Nbr
Grading Normal Grade Rules
Units 3.00
Requirement Designation GE D1: Human Behavior

Cancel Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture		On Line	Melissa Beresford	01/27/2021 - 05/17/2021

- d. On the **Save Warning** page, click the **Cancel** button. Now you can restart from **Step #5**.

Save Warning

Add Classes

You have unsaved data for this transaction. Select OK to go back, or cancel to discard your changes.

OK Cancel

- You will see a success message and the class has been added to your Shopping Cart.

Click **Proceed to Step 2 of 3** button.

The screenshot shows the 'Add Classes' interface. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below them are links for My Class Schedule, Add, Drop, Edit, and Term Information. The main heading is 'Add Classes' with a progress indicator showing step 1 of 3. The section is titled '1. Select classes to add'. A success message is displayed: '✔ ANTH 11 has been added to your Shopping Cart.' Below this, the term and university are listed: 'Spring 2021 | Undergraduate | San Jose State University'. There are filters for Zero Cost, Open, Closed, and Wait List. A 'Spring 2021 Shopping Cart' table is shown with one item: ANTH 11-01 (21142), On Line, M. Beresford, 3.00 units, and a green status dot. A 'Proceed to Step 2 of 3' button is highlighted with a red box.

- Click the **Finish Enrolling** button.

The screenshot shows the 'Confirm classes' page. It has the same navigation and links as the previous page. The heading is '2. Confirm classes'. A message says: 'Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.' The term and university are listed: 'Spring 2021 | Undergraduate | San Jose State University'. There are filters for Zero Cost, Open, Closed, and Wait List. A table lists the class: ANTH 11-01 (21142), Cultural Anthro (Lecture), On Line, M. Beresford, 3.00 units, and a green status dot. At the bottom, there are 'Cancel', 'Previous', and 'Finish Enrolling' buttons. The 'Finish Enrolling' button is highlighted with a red box.

- You should see the class with a Status of **✔ Success: enrolled**.

Click the **My Class Schedule** button.

The screenshot shows the 'View results' page. It has the same navigation and links. The heading is '3. View results'. A message says: 'Please review account activity for any optional fees prior to making payment. View the following status report for enrollment confirmations and errors:'. The term and university are listed: 'Spring 2021 | Undergraduate | San Jose State University'. A summary bar shows '✔ Success: enrolled' and '✘ Error: unable to add class'. A table lists the class: ANTH 11, with a message: 'Message: This course may satisfy Core GE, SJSU Studies or American Institutions. Must meet minimum grade requirements. Questions? See Advisor.' and a green status dot. At the bottom, there are 'My Class Schedule' and 'Add Another Class' buttons. The 'My Class Schedule' button is highlighted with a red box.

The My Class Schedule page displays.

10. View your class schedule.

You have successfully enrolled in your class.

The screenshot shows the 'My Class Schedule' page for a user named Sammy Spartan. The page includes navigation tabs for Search, Plan, Enroll, and My Academics. The 'My Class Schedule' tab is active, showing options to Add, Drop, Edit, or view Term Information. The user is currently in Spring 2021, Undergraduate, at San Jose State University. There are radio buttons for 'List View' (selected) and 'Weekly Calendar View'. A 'View/Order Your Textbooks' button is present. Under 'Class Schedule Filter Options', three checkboxes are checked: 'Show Enrolled Classes', 'Show Dropped Classes', and 'Show Waitlisted Classes'. A 'Filter' button is below these options. A table for 'ANTH 11 - Cultural Anthro' is highlighted with a red box. The table has two main sections: a summary row and a detailed row.

Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	3.00	Normal Grade Rules		GE D1: Human Behavior (Taken)		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
21142	01	Lecture		On Line	Melissa Beresford	01/27/2021 - 05/17/2021

Printer Friendly Page

11. To pay your fees, select **Student Center** from the go to ... dropdown. Follow this [Payment Guide](#) starting from **Step #4** to pay your fees.

This screenshot shows the same 'My Class Schedule' page as above, but with a 'go to ...' dropdown menu open. The dropdown menu contains the following options: 'Account Inquiry', 'My Academics', 'Student Center', 'User Preferences', and 'go to ...'. The 'Student Center' option is highlighted with a blue background and a red box around it, indicating it is the selected option. The rest of the page content is partially visible behind the dropdown.