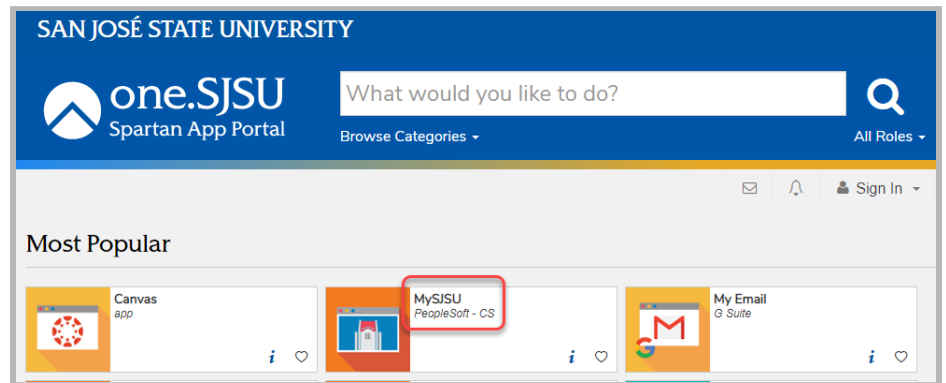


This guide will show you how to register for Dual Enrollment courses (Step To College / Unitrack) through the MySJSU student portal.

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.

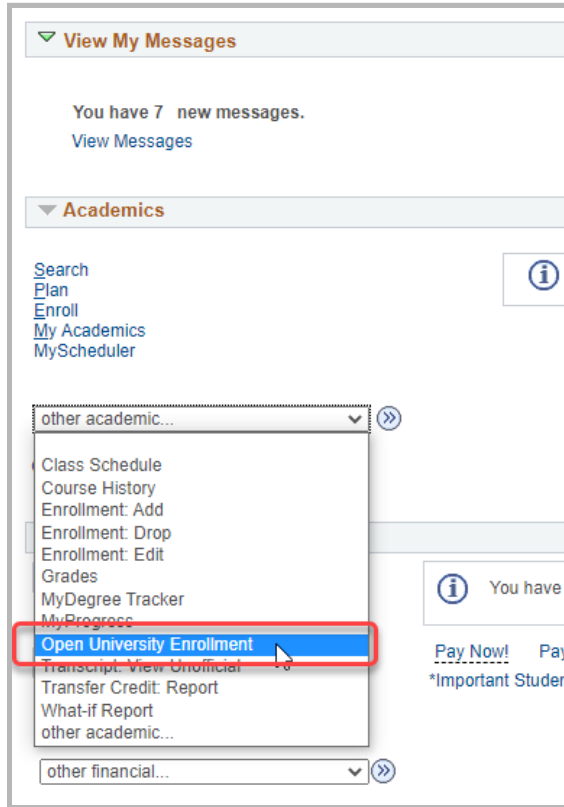
If you continue to have problems, please contact IT Service Desk.

408-924-1530

itservicedesk@sjsu.edu

The Student Center page displays.

- Click on *other academics...* dropdown under the *Academics* section and select **Open University Enrollment**.



The *Enroll in Open University Classes* page displays.

- Click on the *Program to Enroll* dropdown and select **Open University - Undergraduate**.

Click on the *Term* dropdown and select the **term** available to you.

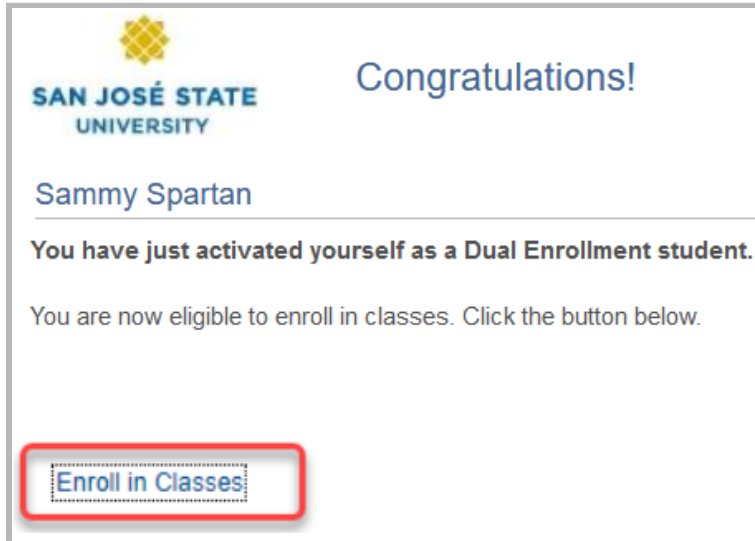
For example, select Spring 2021.

Click the **Submit** link.

 A screenshot of the 'Enroll in Dual Enrollment Classes' page for San José State University. The page header includes the university logo and the title 'Enroll in Dual Enrollment Classes'. Below the header, the user's name 'Sammy Spartan' is displayed. The main content area explains that dual enrollment courses allow students to earn college credit while still in high school and lists two types of courses: Step To College (STC) and Unitrack. A link for 'Dual Enrollment' is provided. Below this, there are two dropdown menus: '*Program to Enroll:' set to 'Open University - Undergraduate' and '*Term:' set to 'Spring 2021'. Both dropdowns are highlighted with a red box. At the bottom left, there is a 'Submit' button, also highlighted with a red box. At the bottom right, there is a 'Return to Student Center' link.

The Congratulations page displays.

6. Click on the [Enroll in Classes](#) link.



The Add Classes page displays.

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

For example, 21142.

8. 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 #9**.

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
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 #7**.

Save Warning

Add Classes

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

OK Cancel

9. 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 that, there are links for My Class Schedule, Add, Drop, Edit, and Term Information. The main heading is 'Add Classes' with a page indicator '1'. The first step is '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 table titled 'Spring 2021 Shopping Cart' contains one row: ANTH 11-01 (21142), On Line, M. Beresford, 3.00 units, with a green status icon. Below the table are 'Add to Cart' and 'Find Classes' sections. A 'Proceed to Step 2 of 3' button is highlighted with a red box.

10. Click the **Finish Enrolling** button.

The screenshot shows the 'Add Classes' interface at step 2: '2. Confirm classes'. It includes the same navigation and links as the previous screenshot. 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, with a green status icon. At the bottom, there are 'Cancel', 'Previous', and 'Finish Enrolling' buttons. The 'Finish Enrolling' button is highlighted with a red box.

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

Click the **My Class Schedule** button.

The screenshot shows the 'Add Classes' interface at step 3: '3. View results'. It includes 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'. Below is a table with columns 'Class', 'Message', and 'Status'. One row is highlighted with a red box: ANTH 11, Message: 'Message: This course may satisfy Core GE, SJSU Studies or American Institutions. Must meet minimum grade requirements. Questions? See Advisor.', Status: ✔. 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.

12. View your class schedule. You have completed your class enrollment.

You have successfully enrolled in your class.

The screenshot shows the 'My Class Schedule' page for a student named Sammy Spartan. The page includes navigation tabs (Search, Plan, Enroll, My Academics) and a 'My Class Schedule' header. Below the header, there are options to 'Select Display Option' (List View selected, Weekly Calendar View) and a 'View/Order Your Textbooks' button. A 'Class Schedule Filter Options' section has three checked boxes: 'Show Enrolled Classes', 'Show Dropped Classes', and 'Show Waitlisted Classes', with a 'Filter' button below. The main content is a table for 'ANTH 11 - Cultural Anthro' with a red border around it. The table has two parts: 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

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

The screenshot shows the same 'My Class Schedule' page as above, but with a 'go to ...' dropdown menu open. The menu items are 'Account Inquiry', 'My Academics', 'Student Center' (highlighted with a red box), 'User Preferences', and 'go to ...'. The 'Student Center' option is the target for the next step.