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.

**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.

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

The Enroll in Open University Classes page displays.

5. 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.
The Congratulations page displays.

6. Click on the **Enroll in Classes** link.

![Enroll in Classes button](image)

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.

b. If correct, enter the Permission Number if provided to you. Click the Next button and proceed to Step #9.

For example, 143256.

c. If incorrect, click the Cancel button.

d. On the Save Warning page, click the Cancel button. Now you can restart from Step #7.
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.

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

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

   Click the **My Class Schedule** button.
12. View your class schedule. You have completed your class enrollment.

13. To pay for your fees, select Student Center from the go to … dropdown. Follow this Payment Guide starting from Step #4 to pay your fees.