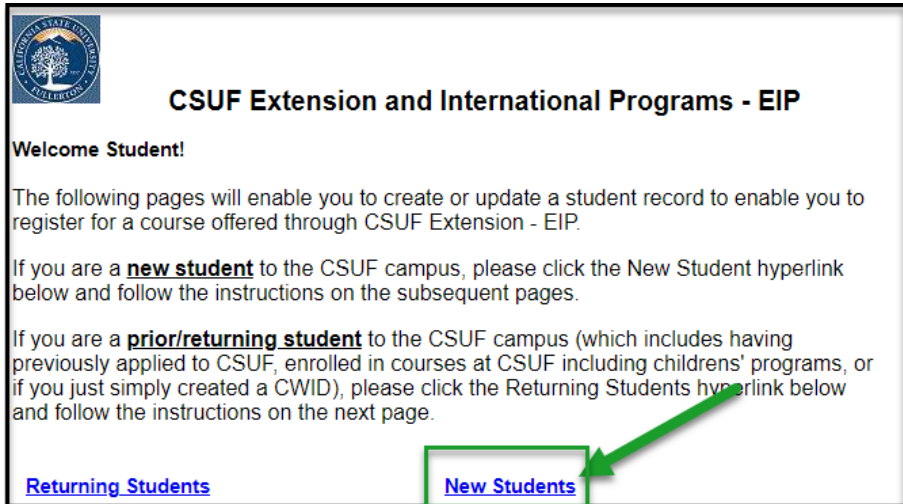


Open University @ CSUF: New Student Record Creation Guide

1: Select [Create/Update Student Record](#).

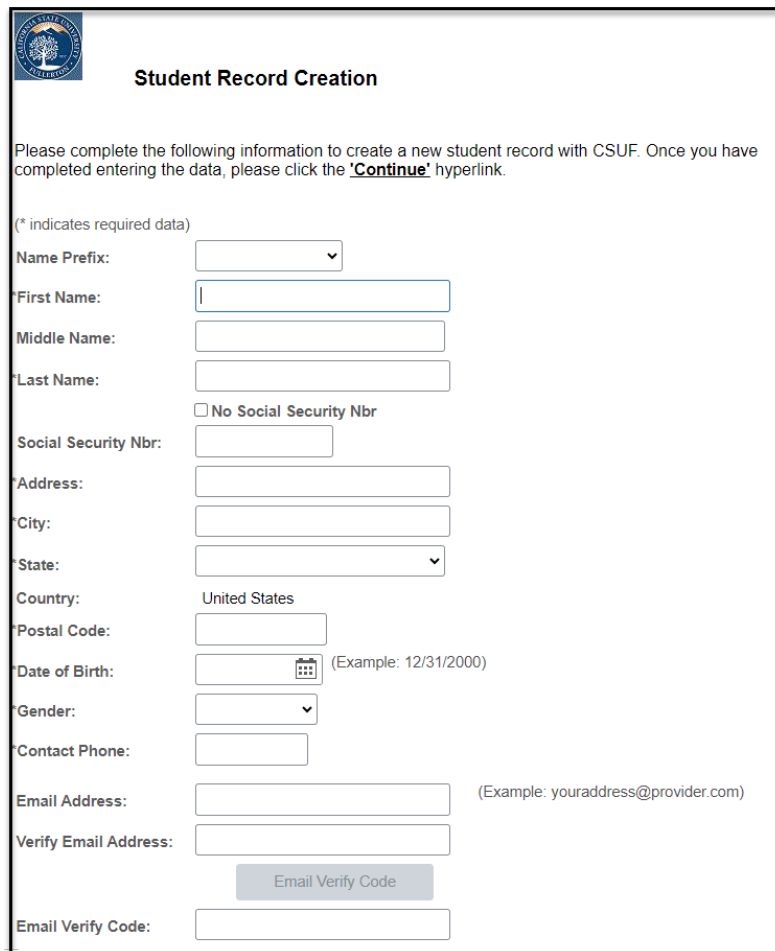
Then, choose **New Students**.



The screenshot shows the CSUF Extension and International Programs - EIP website. At the top left is the CSUF logo. The main heading is "CSUF Extension and International Programs - EIP". Below this is a "Welcome Student!" message. The text explains that the following pages will enable users to create or update a student record. It provides instructions for new students (click "New Student") and prior/returning students (click "Returning Students"). At the bottom, there are two blue hyperlinks: "Returning Students" and "New Students". A green arrow points to the "New Students" link, which is also enclosed in a green box.

2: Enter your information.

* Indicates required data.



The screenshot shows the "Student Record Creation" form. At the top left is the CSUF logo. The main heading is "Student Record Creation". Below this is a message asking the user to complete the following information to create a new student record. The form contains several fields, some marked with an asterisk to indicate they are required. The fields are: Name Prefix (dropdown), First Name (text), Middle Name (text), Last Name (text), Social Security Nbr (checkbox "No Social Security Nbr" and text), Address (text), City (text), State (dropdown), Country (text, set to "United States"), Postal Code (text), Date of Birth (calendar icon and text, with example "12/31/2000"), Gender (dropdown), Contact Phone (text), Email Address (text, with example "youraddress@provider.com"), Verify Email Address (text), and Email Verify Code (text). There is a button labeled "Email Verify Code" between the "Verify Email Address" and "Email Verify Code" fields.

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Note, after entering your email in the **Verify Email Address** tab, place your cursor (or tab) into the **Email Verify Code** tab for the Email Verify Code button to go live, and turn on.

- **Select the Email Verify Code button to receive a code for validation.**

The screenshot shows a registration form with three input fields: 'Email Address', 'Verify Email Address', and 'Email Verify Code'. The 'Email Address' field has a placeholder '(Example: youraddress@provider.com)'. The 'Verify Email Address' field contains two dashes '--'. The 'Email Verify Code' field is empty. A blue button labeled 'Email Verify Code' is positioned between the 'Verify Email Address' and 'Email Verify Code' fields. A red arrow points to this button from the right.

Once you click on the Email Verify Code, a pop-up message will appear directing you to check your email for the code.

The screenshot shows a white pop-up window with a black border. The text inside reads 'Check your email address and enter email verify code. (0,0)'. Below the text is a blue button with the text 'OK'.

Sample email with verification code

The screenshot shows an email interface. The header includes: 'From: <csuf-donotreply@calstate.edu>', 'Date: Tue, Oct 17, 2023 at 4:57 PM', and 'Subject: CSUF Email Code'. The 'To:' field is empty. The main body of the email says 'Here is your CSUF email verification code.' Below this, the code '8RR1KY0H2RYW2H2' is displayed on a green background.

3: Enter the CSUF email verification code (sent via email) in the **Email Verify Code** field, then click on **Verify Code**

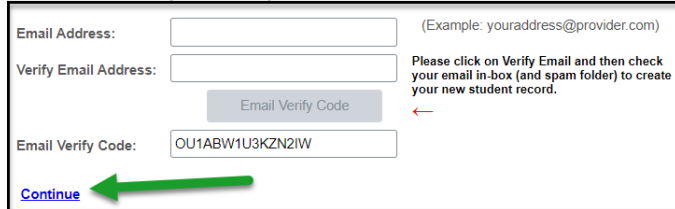
The screenshot shows the registration form with the 'Email Verify Code' field now containing the code 'OU1ABW1U3KZN2IW'. The 'Email Verify Code' button is now active and highlighted with a green arrow pointing from the right. A red arrow still points to the 'Email Verify Code' button from the right. A text note on the right side of the form reads: 'Please click on Verify Email and then check your email in-box (and spam folder) to create your new student record.'

4: If the Email Verify Code is correct, the following pop-up window will appear. Select OK to continue.

The screenshot shows a white pop-up window with a black border. The text inside reads 'Verify codes match. Click "Continue" to proceed with record creation. (0,0)'. Below the text is a blue button with the text 'OK'.

Open University @ CSUF: New Student Record Creation Guide

Click on **Continue**



Email Address: (Example: youraddress@provider.com)

Verify Email Address: Please click on Verify Email and then check your email in-box (and spam folder) to create your new student record.

Email Verify Code: OU1ABW1U3KZN2IW

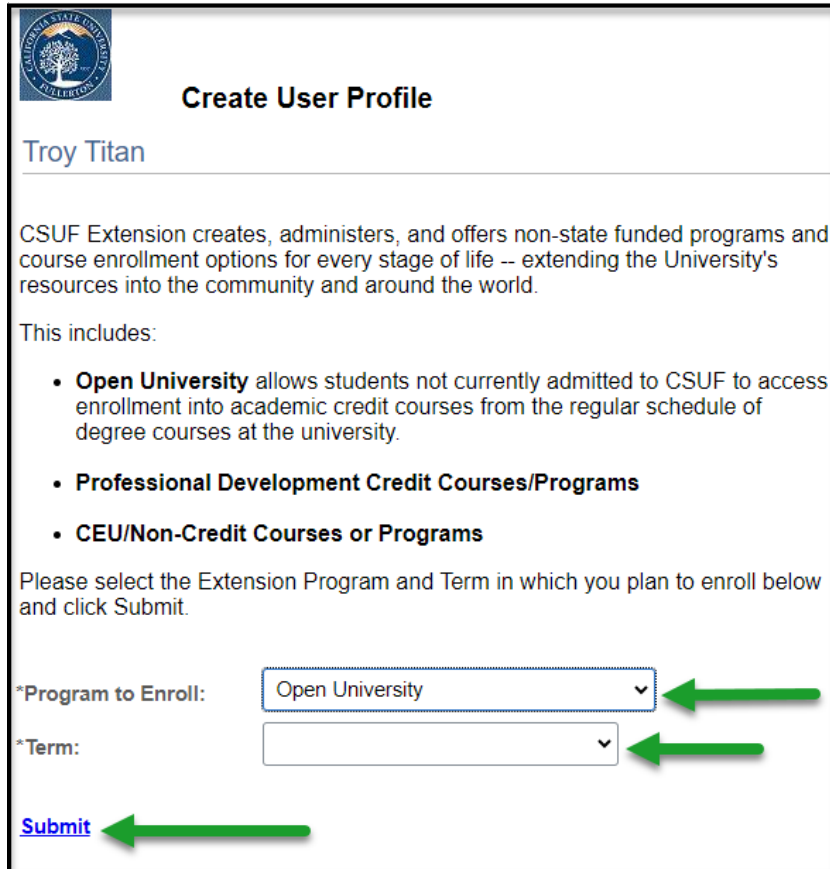
[Continue](#)

5: Select the drop-down arrow **Program to Enroll** and choose **Open University** as the program.

Then select the drop-down arrow **Term**, and choose the term you would like to enroll.

Click on **Submit**.

Note: This step generates and enrollment appointment window (registration date) for you to enroll. You can only select one term during record creation. However, once record creation is completed. Please use the **Returning Student Guide** on the [OU website](#) for steps to select an additional term/enrollment appointment window.



Create User Profile

Troy Titan

CSUF Extension creates, administers, and offers non-state funded programs and course enrollment options for every stage of life -- extending the University's resources into the community and around the world.

This includes:

- **Open University** allows students not currently admitted to CSUF to access enrollment into academic credit courses from the regular schedule of degree courses at the university.
- **Professional Development Credit Courses/Programs**
- **CEU/Non-Credit Courses or Programs**

Please select the Extension Program and Term in which you plan to enroll below and click Submit.

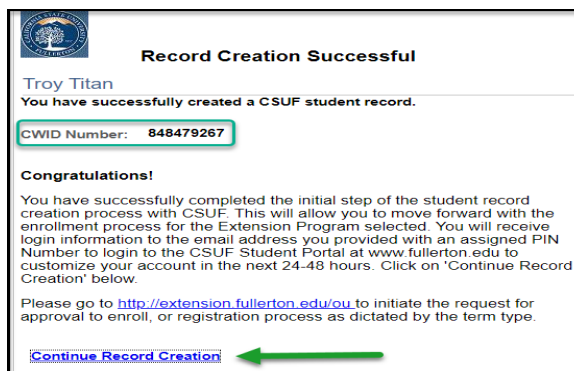
*Program to Enroll:

*Term:

[Submit](#)

6: A new CWID is created. Instructions are provided regarding login information.

Select **Continue Record Creation** to complete the survey which identifies your goal to enroll via OU.



Record Creation Successful

Troy Titan

You have successfully created a CSUF student record.

CWID Number: **848479267**

Congratulations!

You have successfully completed the initial step of the student record creation process with CSUF. This will allow you to move forward with the enrollment process for the Extension Program selected. You will receive login information to the email address you provided with an assigned PIN Number to login to the CSUF Student Portal at www.fullerton.edu to customize your account in the next 24-48 hours. Click on 'Continue Record Creation' below.

Please go to <http://extension.fullerton.edu/ou> to initiate the request for approval to enroll, or registration process as dictated by the term type.

[Continue Record Creation](#)

Open University @ CSUF: New Student Record Creation Guide

7: Complete Survey.

Survey

Troy Titan

Your response to the survey assists us with learning about the academic goals of our students participating in programs through CSUF Extension. Please click "**Complete Survey**" after your response.

Survey Questions

Why are you planning to enroll through an Extension Program at CSUF?

[Complete Survey](#)

8: Survey Completion Confirmation.

Your PIN will be emailed to you 24-48 hours from today. The email will provide you information on first time portal login and how to create a CSUF username and password for future portal login.

Survey Completion Confirmation

Troy Titan

Thank you for completing the survey.

Once you have received the login information and PIN to your email address, go to www.fullerton.edu to sign into the CSUF portal and customize your account after 24-48 hours.

If you have any questions, please contact the EIP Student Services at eipconnect@fullerton.edu or at **657.278.2611** from **8 a.m. to 5 p.m. (PST) M-F**.

Click [here](#) to route to Open University website for enrollment instructions by term

- **Fall and Spring Semesters** (All sections are permission based)
- **Winter and Summer Terms** (No permission required for open sections)

Sample Portal Login PIN letter email

CSUF Extended Education <uee_login@fullerton.edu>
CSUF Portal Login PIN

EE_PINRe_864436902_231019090004_2.pdf
217 KB

October 10, 2023

Name
Address

Welcome to California State University Fullerton. Name

Below is important information about your first-time access to the CSUF Student Portal at www.fullerton.edu. The Student Portal allows you access to Titanium (the CSUF Learning Management System) and Titan Online, where you can view your student record including your enrollment, grades, financial information, unofficial transcripts, etc. If you have previously logged into the portal, please disregard these instructions.

For Students enrolling in Text Preparation courses and Children's Activities:
Please disregard this message, as you will not have and will not need access to the Student Portal.

Action required for all other students:
About 2 days after your class registration, you may log in to the Student Portal with your CWID and temporary PIN to create a personalized username/student email, password, and security questions. Please do so prior to the start of your first class as these are needed to access all computers and systems on campus.

Campus-Wide ID (CWID)
This unique 9-digit number has been assigned to you as your CWID. You will use it as your username when you access the portal for the first time at www.fullerton.edu (upper left corner) and throughout your education at CSUF.

CWID: **123456789**

Personal Identification Number (PIN)
The PIN number below will serve as your password only for the initial login to the Student Portal. Please allow at least 24 hours after your registration to customize your portal, otherwise you will get an invalid PIN error.

PIN: **123456**

For detailed instructions, please refer to www.fullerton.edu/admissions/StudentPortal.htm

If you have previously applied to CSU Fullerton and already created a custom username and password, your CWID and initial PIN will not work for the Portal login. Please retrieve your information here: www.fullerton.edu/accounts or you can contact the Student IT Help Desk at (657) 278-8885 for assistance.

We wish you well in your studies at Cal State Fullerton. Should you have any questions, please contact us at eipconnect@fullerton.edu or (657) 278-2611.

Extension and International Program (EIP) GP2

Open University @ CSUF: New Student Record Creation Guide

First-time Portal Login

Use the **Create my campus account** link for the first-time portal login. **Enter your CWID and PIN**, then follow steps to customize your username and password.

Note: New students need to **wait two business days** from receiving your CWID and PIN to initiate this process

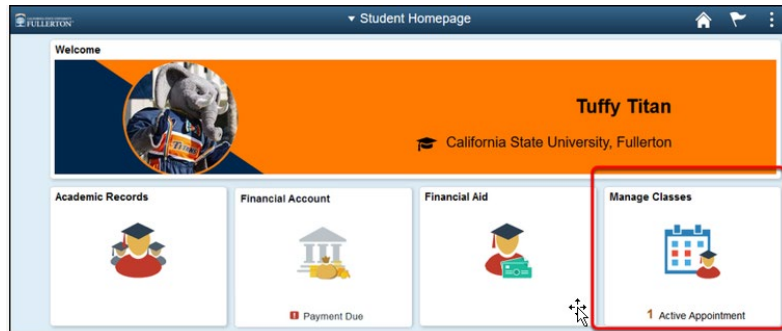
<https://my.fullerton.edu/Accounts/StudentRegistration/>

How to Confirm/View your Enrollment Appointment Window (registration date)

Manage Class Tile.

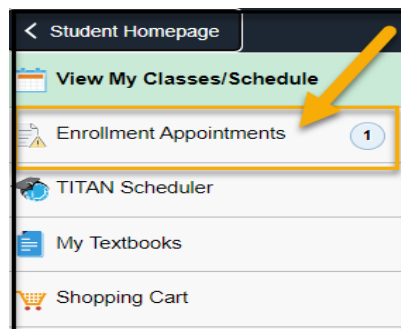
Login to the campus portal (using your customized username and password) and to access the [Student Homepage](#) in Titan Online.

Click on the **Manage Classes** tile.



Select the **Enrollment Appointments** tab from the menu on the left.

View enrollment appointment **Begin and End dates**. Dates will align with **Open University registration windows per term**.



Spring 2024 Undergraduate California State University, Fullerton						
Enrollment Appointments						
Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic Session	January 8, 2024 8:00AM	February 5, 2024 11:59PM	19.00	19.00	19.00	