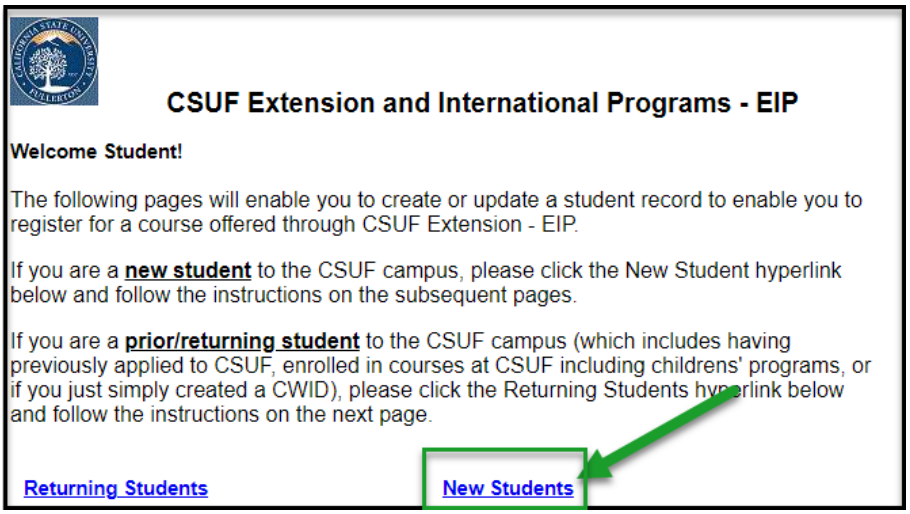
# Open University @ CSUF: New Student Record Creation Guide

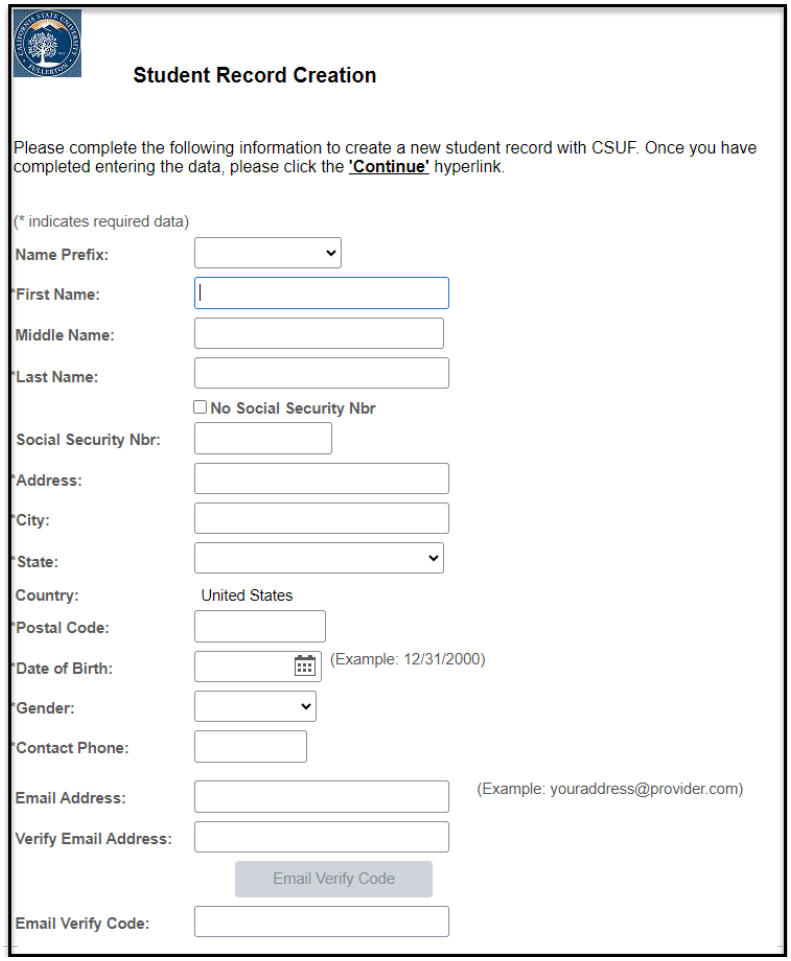
**1: Select Create/Update Student Record.**

Then, choose **New Students.**




**2: Enter your information.**

*** Indicates required data.**



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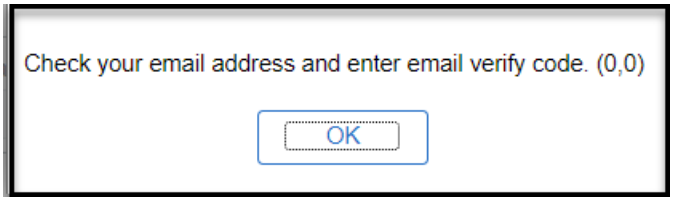
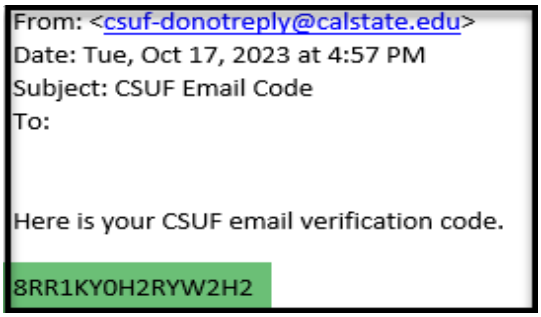
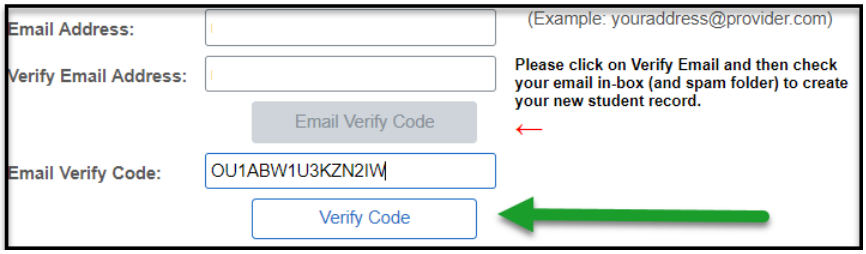
| | |
|---|---|
| Note, after entering your email in the **Verify Email Address** tab, place your cursor (or tab) into the **Email Verify Code** tab for the Email Verify Code button to go live, and turn on.<br><br>• **Select the Email Verify Code button to receive a code for validation.** | |
| Once you click on the Email Verify Code, a pop-up message will appear directing you to check your email for the code. |  |
| Sample email with verification code |  |
| **3: Enter the CSUF email verification code** (sent via email) in the **Email Verify Code** field, then click on **Verify Code** |  |
| **4:** If the **Email Verify Code** is correct, the following pop-up window will appear. Select **OK** to continue. | |

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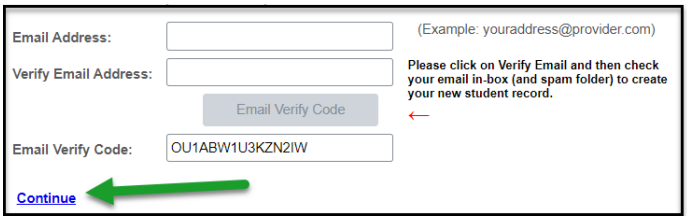
Click on **Continue**

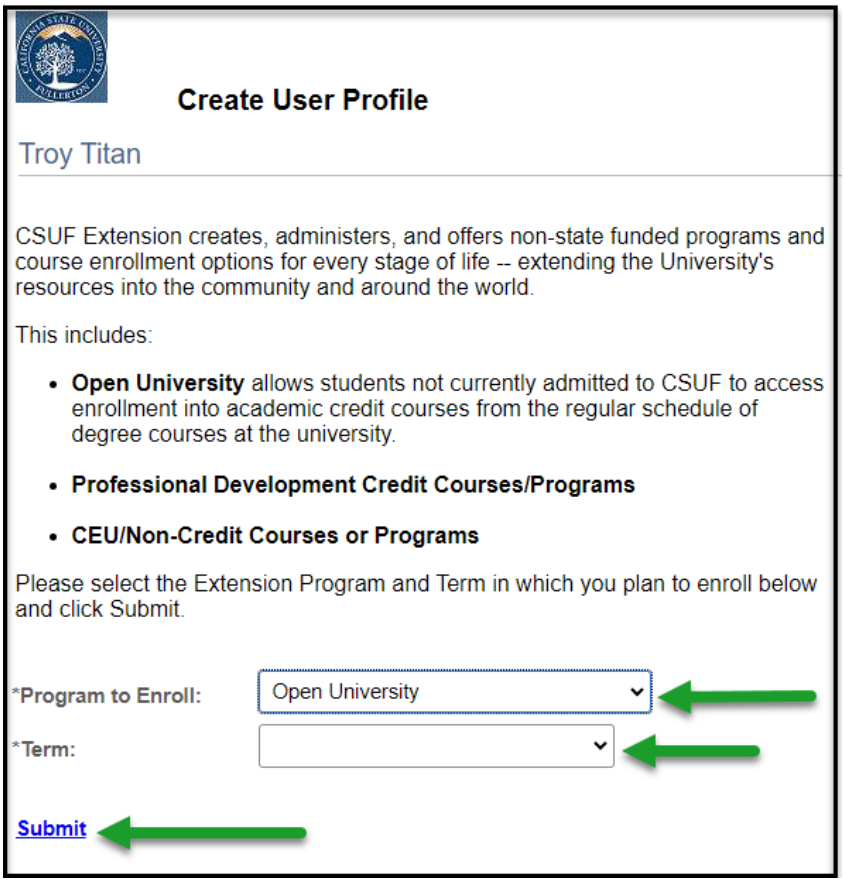



**5:** Select the drop-down arrow **Program to Enroll** and choose **Open University** as the program.

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

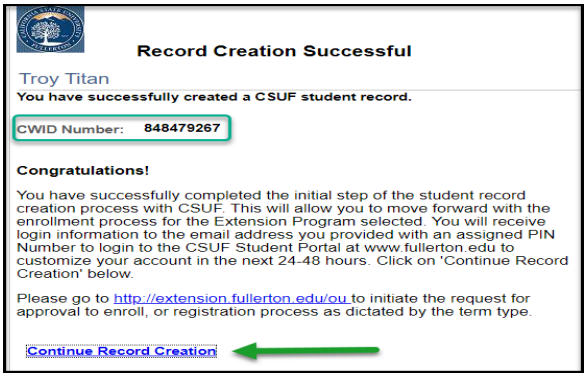
Click on **Submit**.

**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.

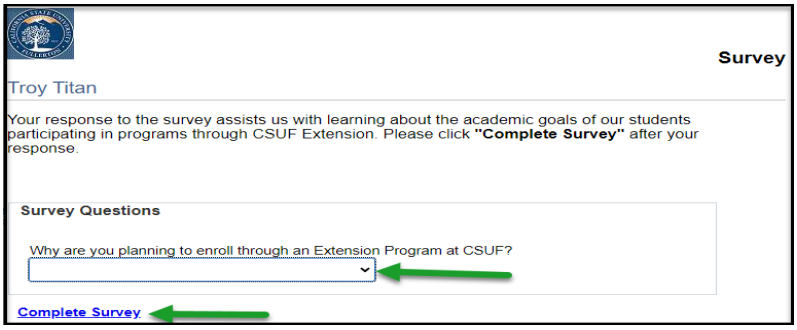



**6: A new CWID is created.** Instructions are provided regarding login information.

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

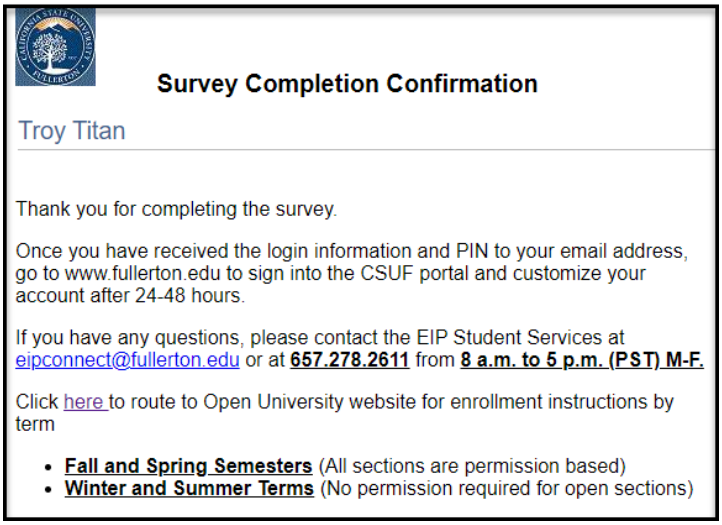


**7: Complete Survey.**




**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.




Sample Portal Login PIN letter email

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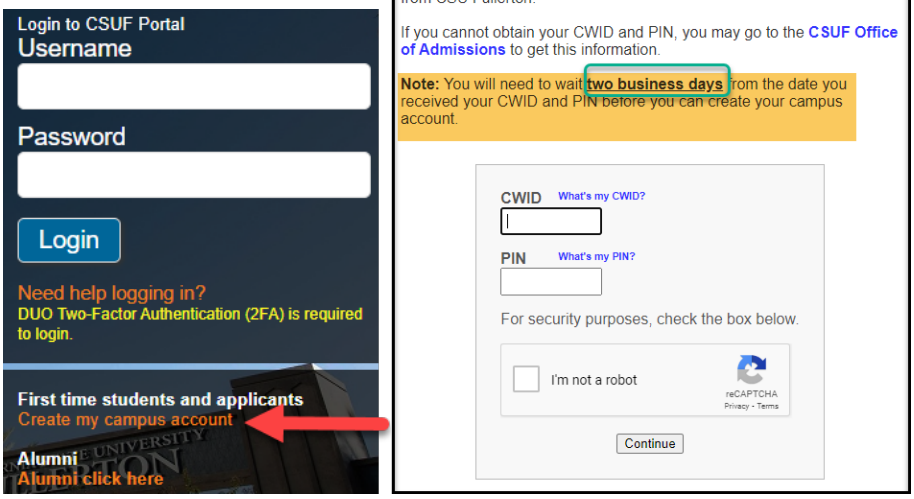
**First-time Portal Login**

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/

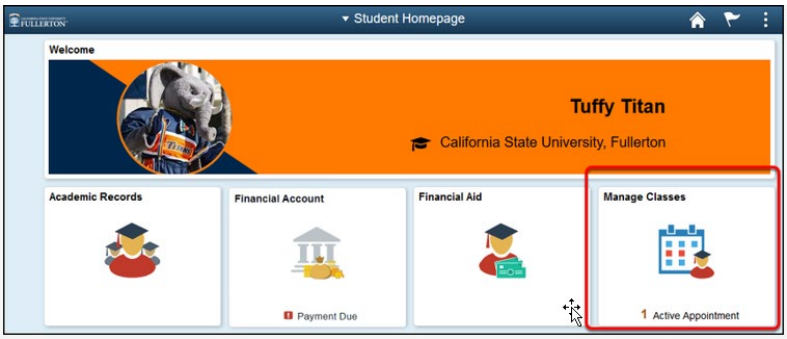


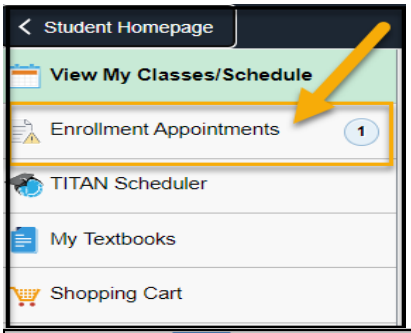
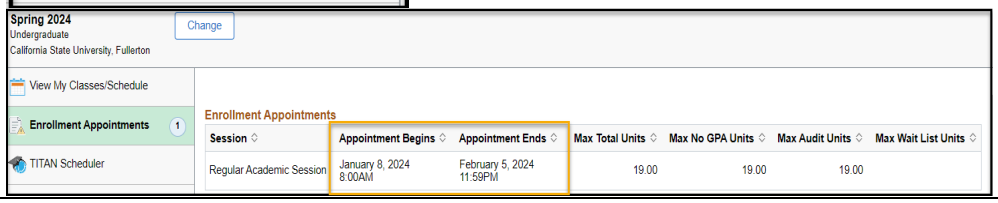

## How to Confirm/View your Enrollment Appointment Window (registration date)

**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.