GET (Website) WORKSHEET

- To provide optimum access, registration access is date restricted by classifications. Check the GET website for a complete listing of your assigned appointments (https://get.calstatela.edu).
- Please see "Fees" on page 20 for payment instructions.
  To register for restricted or closed classes, you must obtain "permission" from that department/division before attempting to register. If you receive permission, a code required by the registration systems will allow you to register.

REMINDER: PIN registration notices are no longer mailed to students. You must access the GET website to determine your assigned registration dates.

Navigation Checklist

1. Log into the GET homepage at https://get.calstatela.edu.
2. Click **Eagle i-View Sign-in** to authenticate yourself into the system.
3. Enter your **User ID.**
   - The User ID is your CIN minus the first two numbers, which are replaced with the letter "W". (For example, if your CIN is 123456789, your GET User ID is W3456789). Your CIN number can be found on your Golden Eagle Card.
4. Enter your **Password**.
   - Your password begins with the letters GET followed by the 4-digit PIN you were assigned. For example if your PIN is 1234 your password is GET1234.
5. Click the **Sign In** button.
6. Select **Student Services Home.**
7. Click **Academics.**
8. Click **Enroll in a Class.**
9. Select the term-appropriate quarter.
   If you have already registered you will see your current schedule.

10. If you have not yet registered, click **ADD CLASSES.**
    To make adjustments or add additional classes, follow the instructions at the bottom of the page.

11. To add a class, enter the Class Number in the Class Nbr field, or click the lookup button to view the schedule of classes.
    Enter one or more Class Numbers. To add more than 6 Class Numbers, click ADD ANOTHER CLASS.

5-digit class number	course abbrev.	course number	section number	days	time
(eg) 12475	*HIST*	*202B*	*01*	*MW*	*12:40pm-2:20pm*
_ _ _ _ _	_____	_____	_____	___	_____
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After you have selected all the classes you want to add, click the SUBMIT button. Under the 'Add Status' Column you will see the results of your request. If the request was processed, you will see the word 'Success' under this column. If there was a problem with the request, you will see the words 'errors found', Click on the 'errors found' to find out why the request was not successfully processed.

*If after pressing the submit button, you are asked to register for a "related class," this refers to a required lab, activity, or recitation that must be taken with a lecture course you have selected. On the 'Class enrollment Option' page, enter the class number in the 'Related Component' area of the page. **Then click on the 'OK' button.***

12. To **Drop** a course:
    - Follow the same navigation used to add. Select the appropriate term, then scroll to the bottom of the page and click on the **Drop/Update Classes** link. Locate the course to drop, click the down arrow and select the word **Drop.** Finally, click the Submit button; if successful, the word Drop shows next to the course.

For additional assistance, please call the GET/STAR help line, at (323) 343-7GET (7438) during business hours.