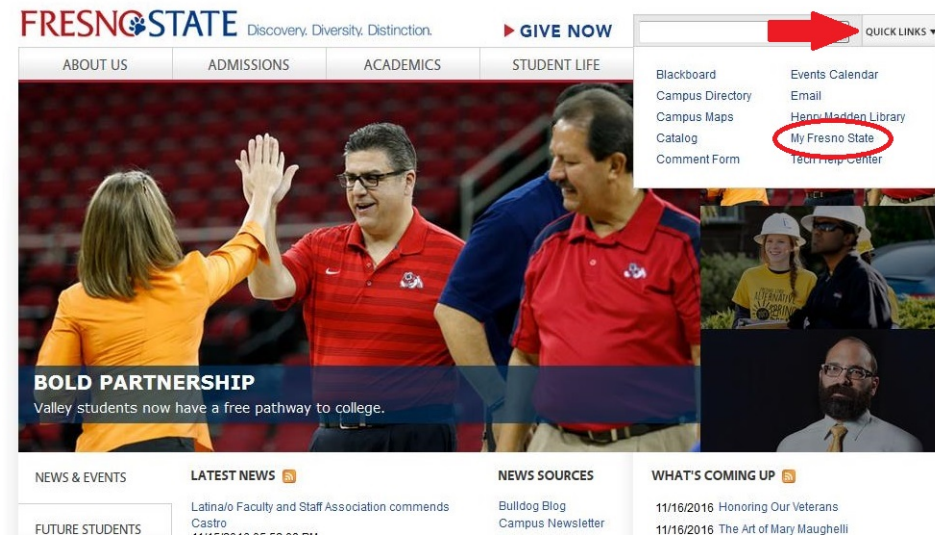


How to register for BTSA:

- Go to your MyFresnoState page, this can be reached from the “Quick Links” dropdown on the Fresno State webpage (see screncap below), or by typing the my.fresnostate.edu url into your browser.



- Sign in. If you do not have a MyFresnoState Account, you can create an account by following the appropriate links (indicated in the screenshot on the right). If you are told you already have an ID number, please contact the Continuing and Global Education department.

The screenshot shows the 'Campus Login Services' page. At the top, there is a navigation bar with 'FRESNO STATE' and 'Discovery, Diversity, Distinction.' To the right is a search bar and a 'QUICK LINKS' dropdown. Below this is a large blue banner with the text 'Campus Login Services'. Below the banner is a login form with the following fields and elements:

- Username:
- Password:
- [Forgot password?](#)
-

A red arrow points to the 'LOGIN' button. Below the form is a section titled 'Need an Account?' with the following text:

Need an Account?

Faculty and Staff: [Request your Fresno State email account now](#) to gain access to email, calendaring, My Fresno State, Blackboard, free campus Wi-Fi access, and services only available to employees. Once you have your employee account, you can optionally sign up for a Google Apps account [here](#).

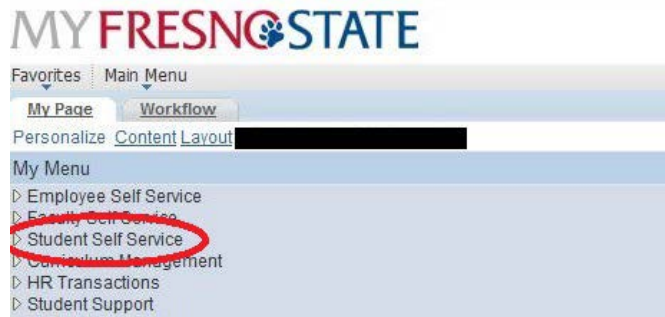
Students: [Create your Fresno State student account now](#) to gain access to Google Apps, email, your My Fresno State class schedule and registration site, BlackBoard online classes, free campus Wi-Fi access, and other services available to Fresno State students. Once you create your account, you'll login to your email at <http://googleapps.fresnostate.edu>.

You can also [set up mobile access](#) to your Google Apps at Fresno State account.

Having Trouble?

Get online help with [Google Apps](#) and [other topics](#) through the Help Center, or call the [Help Desk](#).

- Once you have signed in, select "Student Self Service" from the menu options.



- Then select "Student Center" from the next menu.



- In the Student Center, select "My Admissions and Registrations".



- Within “My Admissions Records & Registrations”, select “ContinGlobalEd Class” from the dropdown menu at the bottom of the section. Then click the double arrow next to the dropdown.

- Select “Postbac CGE Classes for Credit” from the “Program to Enroll” dropdown menu, and the “Spring 2017” term. Then click “Submit”.

Enroll in Continuing & Global Education Classes

Continuing & Global Education Classes are available for all members of our community.

If you are actively seeking a degree from California State University, Fresno (but not through Continuing and Global Education), please return to the Student Center and click the "Add a Class" link to begin the registration process.

Otherwise, select the Continuing & Global Education "Program to Enroll" and "Term" in which you want to enroll and click the "Submit" button.

*Program to Enroll: **Postbac CGE Classes for Credit**

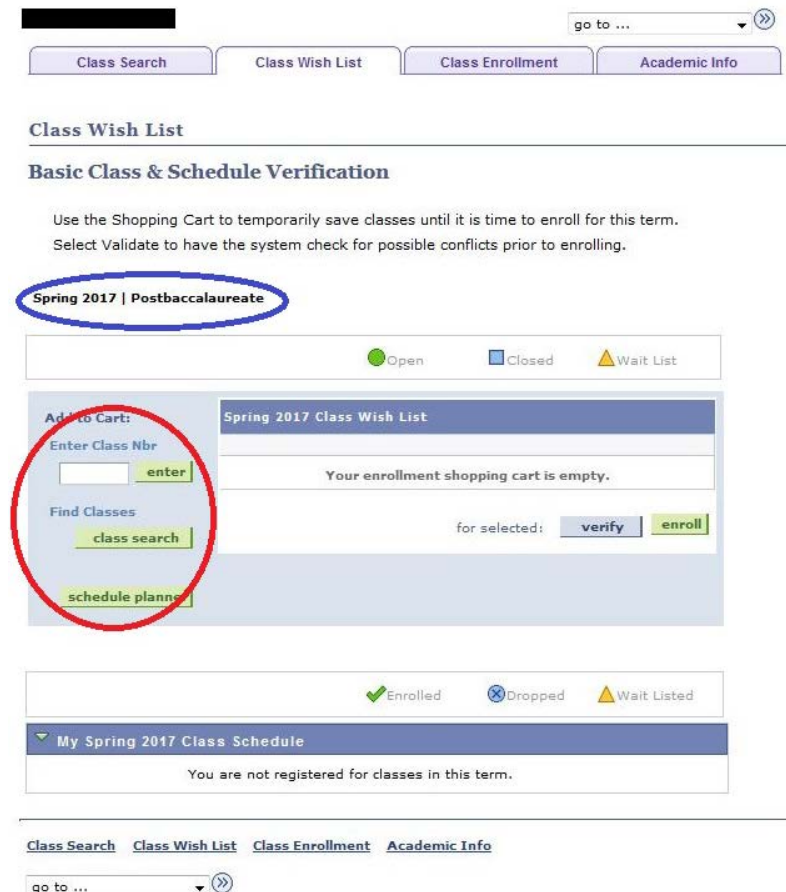
*Term: **Fall 2016**
Spring 2017
Winter 2017

SUBMIT **RETURN TO STUDENT CENTER**

- You will then see a “Congratulations!” screen to confirm that you are now admitted to take CGE courses. Select “Enroll in Classes” to move on to enrollment.



- Enter the course numbers for the BTSA class(es) you wish to enroll in in the enrollment screen, and click enter. This will put the class(es) in your “enrollment shopping cart”.



- Please know that you must pay for the classes within 24 hours of enrolling or you will be dropped from the course. If this happens you are still welcome to attend and register afterwards. Just register by the deadline – or the course will not appear on your transcripts!