



CampusNet Guide Sheet

I want to . . .

You need to . . .

Log into CampusNet

Go to www.csuohio.edu select "My CSU" and click on the link to CampusNet. Once you are on the CampusNet homepage,
 ➤ Click "CampusNet Login" and enter your student ID number followed by your password.
 ➤ Guests can choose "CampusNet Guest."

Get a New Password

Call 216-687-5050 (the Information Systems and Technology Call Center), select option "7" and ask to have your password reset. If you encounter difficulty while using CampusNet, click "CampusNet Help."

Change of Address, Telephone Number, Forward E-Mail



Click on the first tab – "Personal" (top of page)
 ➤ Click on the appropriate category ([Personal Data](#), [E-Mail](#), [Change Password](#)).
 Review the saved information and enter new/additional information to update your record.

Join Payment Plan for Current Semester Tuition



Click on the second tab – "Account" (top of page)
 ➤ Click "Payment Plan" and follow the directions.

Pay Bill Using Electronic Check or Credit Card

Click on the second tab – "Account" (top of page)
 ➤ Click on "[Make Payment](#)," select "Electronic Check" or "Credit Card" at the bottom of the page and follow the directions.
 ➤ You will be redirected to the CASHNet® SmartPay website if you choose to pay with a credit card.
 ➤ Read the "Terms and Conditions," accept them if you wish to continue and follow the directions to proceed.
NOTE: Only MasterCard, Discover, Diners Club and American Express can be accepted, and there is a 2.9% charge for using the credit card service.

View Grades




Click on the third tab – "Student" (top of page)
 ➤ Click on "[Grades](#)," select the term for which you want to view your grades, and then click [Continue >>](#).



Register/Add a Course

Click on the third tab – “Student” (top of page)

- Click on “[Add/Drop](#),” and view the enrollment details for the semester you want to enroll in, then select the term for which you want to add a course.
 - Enter the class number for your course and then click [+ Add class to this schedule](#).
- HINT:** If you do not know the class number, you can use [Quick Search](#) to find a class.
- Once you have selected your courses, verify the class information. Be sure you have selected the courses, times, and locations you want.
 - When you are done verifying your course selections, click [Enroll Now](#).
 - Successful processing of class selections returns the message “[You successfully added this course to your schedule](#).” If the attempt is unsuccessful, you will receive a message informing you that an “[Enrollment Error](#)” has occurred. If you receive an enrollment error, your class selection has **not** been added. If the class is closed, you will need to join the “Wait List” for that class.

HINT: Information on prerequisites and/or permission required to enroll is available by clicking on  the “Details” icon.

Drop a Course

Click on the third tab – “Student” (top of page)

- Click on “[Add/Drop](#)” and select the term for which you want to drop a course.
- Select the course you want to drop and then click [- Drop](#) and follow the on-screen directions.

View Class Schedule

Click on the third tab – “Student” (top of page)

- Click on “[Schedule](#),” select the semester for which you want to view your schedule, and then click [Continue >>](#).

View Unofficial Transcript and/or Order Official Transcript

Click on the third tab – “Student,” (top of page)

- Click on “[Transcript](#)” and either select “[Display Unofficial Transcript](#)” or one of the three options for ordering an official transcript.

NOTE: When you select one of the options for ordering an official transcript, you will be redirected to the CSU Registrar’s webpage.

Personal	Account	Student	Fin Aid
General Info	Awards	Disbursements	Documents

Check Status of FAFSA/Promissory Note

Click on the fourth tab – “Fin Aid” (top of page)

- Click on “Documents.”
- Click on the Award Year you want to view.

View/Accept/Decline Award

Click on the fourth tab – “Fin Aid” (top of page)

- Click on “Awards” and select Award Year.
- Click on “[Accept/Decline](#),” to accept the offered awards. To reduce loans, enter amount you wish to accept **for the whole school year**. To decline loans, enter “0” (zero).

NOTE: Once loans are accepted, declined or reduced, you will not be able to go back and make any changes. Please contact Campus411 if you need to make changes or corrections to loan amounts.

View Disbursements

Click on the fourth tab – “Fin Aid” (top of page)

- Click on “Disbursements” and select Award Year.