TO-DO LIST:
Check off as many as you can before the workshop begins!

How to find your username and create your password
- Go to cscc.edu
- On the top right side of the main page, click CougarWeb
- At the bottom of the page click What’s My User ID
- A new window will open – click Discover My Login Name
- Enter your full social security number OR your CougarID number and your last name (all lowercase letters)
- Click Discover
- Your username will appear in red at the top left of your screen
- You will need to create a password and choose and answer the required secret questions
- Click Update Password
- Close the window

What is your username? ____________________________
*Make a note of your password if necessary!

How to log in to CougarWeb
- Go to cscc.edu
- On the top right side of the main page, click CougarWeb
- Click CougarWeb for Students
- Click Log In
- Enter your username and password and click SUBMIT

What categories of information are available on your CougarWeb for Students menu? ____________________________

How to log in to CSCC student email
- From the CougarWeb for Students menu – click Student E-Mail under Forms and Information
- Enter your CSCC student email address username@student.cscc.edu
- Enter your password
- Click Sign in

What is your student email address? ____________________________

How to view your profile
- From the CougarWeb for Students menu – click My Profile under Academic Profile
- If any information is incorrect, complete a Change of Information form with Records and Registration (go to cscc.edu and access Student Forms from the Quick Links menu)

List three pieces of information available on your profile: ____________________________

How to sign up for RAVE emergency text message alerts
- Go to cscc.edu
- From the Quick Links menu, choose Public Safety
- Click Emergency text message alerts
- Click Sign up today!
- Enter username and password and click Log in
- Click Register Phone
- Complete prompts

What Public Safety services are available if you sign up for RAVE? ____________________________

How to view the academic calendar
- From the CougarWeb for Students menu – click Important Dates and Deadlines under Forms and Information
- Click Academic Calendar/Dates and Deadlines under the appropriate semester
- Click Printable calendar

When are fees due for the upcoming semester? ____________________________

TURN OVER FOR MORE IMPORTANT INFORMATION!
TO-DO LIST:

How to view your schedule
☐ From the CougarWeb for Students menu – click My Schedule under Academic Profile
☐ Choose the appropriate term from the drop-down menu and click SUBMIT

Are all of your classes on your schedule? ________________

How to view your bill
☐ From the CougarWeb for Students menu – click My Account Statement under Financial Information
☐ Click SUBMIT

What different types of fees are listed on your Account Statement? __________________________

How to register for a parking pass
☐ From the CougarWeb for Students menu – click Vehicle Registration Step 1 under Additional Services
☐ Choose state and enter license plate number and click SUBMIT
☐ Choose make, enter model and year, choose color and sticker location, and check Check box if this is your current vehicle box and click SUBMIT

☐ From the CougarWeb for Students menu – click Vehicle Registration Step 2 under Additional Services
☐ Choose appropriate semester and click SUBMIT
☐ Check FEPAR-Parking Permit (Maximum One) box and You currently have an outstanding balance of___ box and click SUBMIT

How to look up required books
☐ From the CougarWeb for Students menu – click Buy Books under Forms and Information
☐ Click Books
☐ Select appropriate term
☐ Select appropriate department (subject)
☐ Select appropriate course number
☐ Select appropriate section
☐ Click Submit

How to view your Financial Aid Award Letter
☐ From the CougarWeb for Students menu – click My Financial Aid Award Letter under Financial Aid
☐ Choose the appropriate financial aid year from the drop-down menu and click SUBMIT

TO-DO LIST: THE DAY BEFORE THE SEMESTER BEGINS

How to log in to Blackboard
☐ Go to csc.edu
☐ On the top right side of the main page, click Blackboard
☐ Enter your username and password and click SUBMIT

TO-DO LIST: OPTIONAL

How to set up direct deposit
☐ From the CougarWeb for Students menu – click Bank Information (U.S.) under Financial Information
☐ Enter required information and agree to terms then click SUBMIT

How to enroll in an extended payment plan
☐ From the CougarWeb for Students menu – click Extended Payment Plan Forms and Information under Financial Information
☐ Click Enroll in Extended Payment Plan
☐ Choose the appropriate term and click SUBMIT
☐ Choose desired plan, agree to terms, and click SUBMIT

How to find instructor contact information
☐ Go to csc.edu
☐ On the top right side of the main page, click Directory
☐ Enter last name of instructor and click Search

DON’T FORGET!

☐ Check your student email daily to make sure you have not received any important class or financial aid information.
☐ Pay your fees by the fee payment deadline! If you are receiving financial aid, make sure you have received and have reviewed your Financial Aid Award Letter.
☐ You will be charged a one-time, $50 Application, Records, and ID Fee upon registering for classes for the first time. This fee will be assessed along with your first semester tuition and fees, and is a financial aid eligible expense.
☐ Get your student ID in Public Safety, Delaware Hall 047, 10 days or more after your fees have been paid. You will need a valid student ID to access CSCC computer labs, some offices, and the library.
☐ Access needed student forms by going to csc.edu and choosing Student Forms from the Quick Links menu.
☐ Check csc.edu for current office hours for each department: http://www.csc.edu/about/hours.html