How to Enroll in Early Start Classes

CI Records provides access to enroll in the CSU Early Start Program classes and make payments.

1. Open your browser and go to https://myci.csuci.edu
   or connect through www.csuci.edu and click on the myCI icon.

2. On the sign-in page:
   a. Enter your Dolphin Name* (ex. first.last###)
   b. Enter your Dolphin Password*
   c. Click on "Sign in" to log in.
   *Both are case sensitive.
   Note: New students must click on the "Activate Your Account" link and follow the instructions from there.

3. Once you are logged into myCI, click on CI Records
   in the My Links section. This will launch into the Student Center

4. In the Student Center area click on the Enroll in Early Start button.

5. Select the Search button.

6. Select the Course Subject in the drop down box.
   Then select the Search button.

7. Locate and then choose the desired course by pushing the Select class button.
8. The selected course will now have been added to your shopping cart. Verify that the information is correct and then select the **Proceed to Step 2 of 3** button.

9. Review the class selection and then select **Finish Enrolling** button.

10. To add another class into your cart, select the **Add Another Class** button, then return to Step 6.

11. When completed with enrolling in the desired classes your class schedule can be reviewed by selecting the **My Class Schedule** button.

12. Make a payment by navigating to Make a Payment (Main Menu > Self Service > Campus Finances > Make a Payment)

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**If you have questions about the Early Start Program,**
please visit the CI's Early Start Program web page [www.csuci.edu/earlystart](http://www.csuci.edu/earlystart),
visit the Enrollment Center in Sage Hall, Room 1020,
call (805) 437-8520, or e-mail [admissions@csuci.edu](mailto:admissions@csuci.edu)