

## STUDENT ONLINE REGISTRATION PROCESS

### To Register for Classes:

- 1- Enter the CSU-Pueblo Web Page
- 2- Click on the “Students” link
- 3- Click on “Paws”
- 4- Enter your student ID: this is your PID number, (for example: PID105040) use **NO** dashes  
If you don’t know your PID number either 1) phone your advisor or 2) phone the Records Office at 549-2776
- 5- Then enter your PIN number: this is your date of birth the first time you enter the Registration section, (for example February 6, 1986 is 02061986), month day year - eight digits with **NO** dashes or spaces.

A four-digit PIN number must be created by you after the first time you enter the Registration section. If you have forgotten your four-digit PIN number upon future entries, phone the Records Office at 549-2261 or 549-2419 or 549-2776; and ask to have your PIN reset. Your PIN will be reset to your date of birth.

- 1- Once you have entered the Registration section, you have tabs from which to choose:  
Name & Address, Semester, Course Search, Course Bulletin, Schedule, Services, and Help
- 2- Click on semester tab and make sure you have the proper semester selected.
- 3- In “Course Search”
  - a. Select the department
  - b. Select the course number
  - c. Click search
- 4- If this is a course you wish to add, click “Add”
- 5- When you have selected and added each of your courses, click on “Schedule” and Click on “print” to make a hard copy of your completed schedule.

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