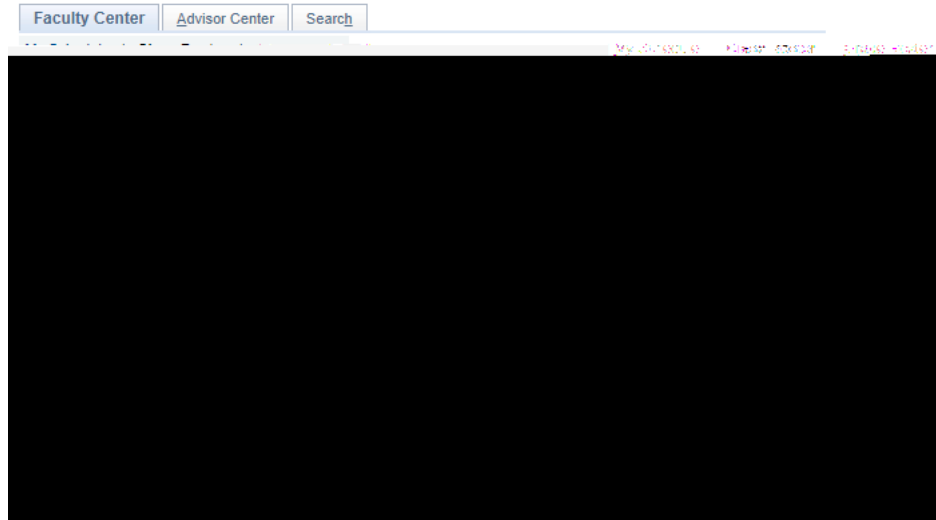


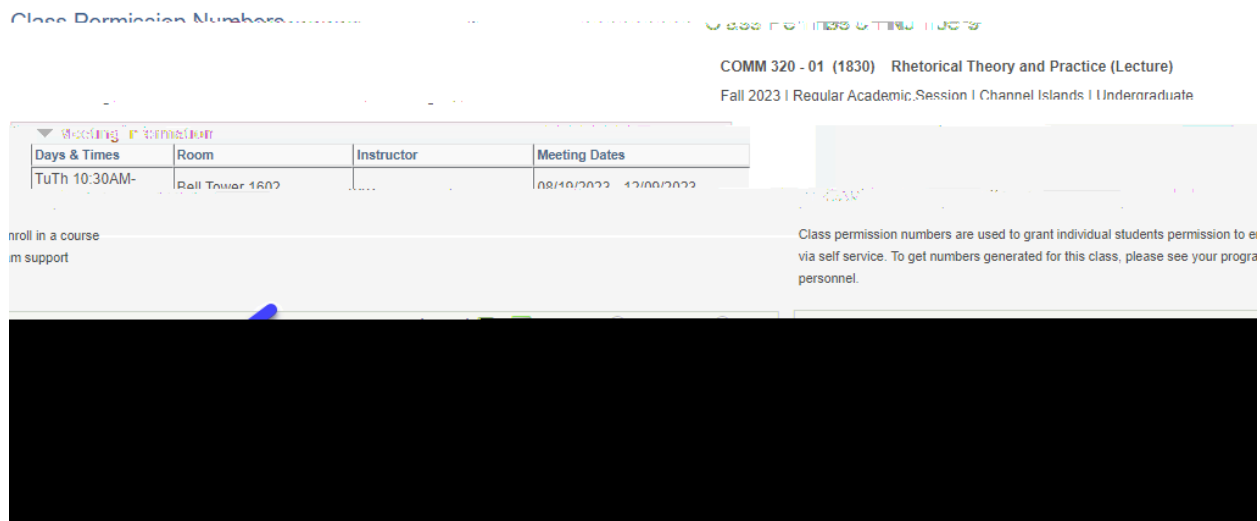
*Faculty will now have the ability to track what permission numbers have been issued. If and when the student has used the class permission number to enroll in a course, the information will populate in the page.*

- 1) Open your browser and go to <https://myci.csuci.edu> or connect through [www.csuci.edu](http://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)



5) Class Permission Numbers

- a) A list of available class permissions will be listed for each individual course
- b) Select the Issued box for class permission number that will be used
- c) Click Save



- 6) The permission number that has been issued will be grayed out. Once the student has used the permission number, the missing information will populate.

