
GET (Website) WORKSHEET

- To provide optimum access, registration access is date restricted by classifications. Check the GET website for a complete listing of your assigned appointments (<https://get.calstatela.edu>).
- Please see the “Fees” page for payment instructions.
- To register for restricted or closed classes, you must obtain “permission” from that department/division before attempting to register. If you receive permission, a code required by the registration systems will allow you to register.

REMINDER: You must access the GET website to determine your assigned registration dates. Use the “Registrar’s News Link” to learn when you can view these dates as well as other important dates you want to know.

Navigation Checklist

1. Log into the **GET** homepage at <https://get.calstatela.edu>.
2. Click **Eagle i-View Sign-in** to authenticate yourself into the system.
3. Enter your **User ID**.
 - The User ID is your CIN minus the first two numbers, which are replaced with the letter “W”. (For example, if your CIN is 123456789, your GET User ID is W3456789). Your CIN number can be found on your Golden Eagle Card.
4. Enter your **Password**.
 - Your password begins with the letters GET followed by the 4-digit PIN you were assigned. For example if your PIN is 1234 your password is GET1234.
5. Click the **Sign In** button.
6. Click on **Self Service**.
7. Click on **Student Center**.
8. Click on the ‘**Add a Class**’ or ‘**Drop a Class**’ link (click on ‘select a term’ to select the appropriate enrollment term).

Enrolling in a class is like shopping on the internet. First, select a class to place in your shopping cart, second, confirm your request, and third, complete your transaction by checking out.

Step 1: Enter your enrollment choices in your Shopping Cart (**tip - if you know the class number you can enter it directly on the page but be sure to click on the ‘enter’ button**). Once you are satisfied with all of your selections, proceed to Step 2 of 3.

Step 2: Confirm your classes. Click on the ‘Finish Enrolling’ button to process your request for the classes you have listed in your Shopping Cart. To exit without adding these classes, click Cancel.

Step 3: View your results. View the Status Report that is displayed for enrollments and/or enrollment errors. If you have an error, click on ‘Fix Errors’. Follow the instructions on this page to resolve any unsuccessful enrollment requests.

9. **Note: Before you exit, be sure to click on ‘My Class Schedule’ to confirm you were successful at all 3 steps of the enrollment process.**

For additional assistance, please call the GET help line at (323) 343-7GET (7438) during business hours.