

GET Help

The Library Guide to the Golden Eagle Territory

LOG INTO GET:

- From the Library's homepage, www.calstatela.edu/library, click on the word "GET" located on the lower right corner of the page or go directly to the GET website at: <https://get.calstatela.edu/>
- Below the GET yellow banner, click on *Eagle I-View Sign In*, then enter your User ID and password.
 - User ID : W _____
Capital W followed by the last 7 digits of your CIN number
 - Password: GET _____
Capital GET followed by your 4 digit registration PIN
- If you have unsuccessfully attempted to log in 3 or more times you will be locked out. To get access you must call the GET help line at (323)343-7438.

FIND YOUR ENROLLMENT DATE:

- Log into GET, select Self Service, then click on Student Center.
- In the right column under Enrollment Dates, click on details.
- Select the quarter you want to view. Be sure to check priority dates as well.

PAY FOR CLASSES ON-LINE:

*Payment for fees must be made at least **three** full working days prior to your registration date to ensure access to registration.*

- Go to the GET homepage.
- Under Guest Menu click on Credit Card Payment. (VISA not accepted).
- Enter your campus ID (CIN number) and PIN (birth date--year, month, day). You can purchase and make payments for available quarter.
- Print out and retain your receipt.

VIEW SCHEDULE OF CLASSES:

- Go to the GET homepage.
- From the Guest Menu, click on Schedule of Classes.
- Under Institution, select Cal State University, L.A.
- Under Term, select the quarter you want.
- In the Class Search Criteria box, search by subject or exact course number.

ADD CLASSES:

- Log into GET, select Self Service, then click on Student Center.
- Select Add A Class, then select the quarter/term you want.
- Browse for a class or select a class with a 5-digit catalog number.
- Once you have entered all desired classes, click SUBMIT.
- You must complete all three steps: 1. Adding class to cart, 2. Confirming, 3. Finish enrolling.

DROP A CLASS:

- Follow the first two steps as in **ADD A CLASS**.
- Click on Drop a Class.
- Select the quarter/term and the class to drop, then click on Drop Selected Classes.

FIND AND PRINT-OUT CLASS SCHEDULES:

- Log into GET, select Self-Service, then click on Student Center.
- Click on My Class Schedule, then select the term you want to view.
- Click Continue.
- To print the schedule, click on File, then Print from the top menu.

WHY CAN'T I REGISTER TODAY?

- Students are given two enrollment appointments depending on grade level. If it is NOT your appointment date, you will not be able to register.
- If there is a **Hold** placed on your record, you will not be able to register.
 - Check for Holds: Log into GET, go to Campus Personal Info, then click on Holds.
 - Remember to check your To Do List; also listed under Campus Personal Info.
- If you have not paid your tuition, you will not be able to register. You must pay at least three days in advance.
- Classes may be full or you may need to get permission from the department to register.
- You may also be unable to enroll if the class requires prerequisites and you have not yet taken them.

HOW DO I CHECK MY GRADES?

- Sign-In to GET, select Self-Service, then click on Academic Records.
- Select View My Grades, then select the quarter you want to view.

HOW DO I GET MORE HELP?

- If you need more help, call the GET help line at (323)343-7438.