How To Enroll Online

1. Go to www.cerritos.edu
2. Click on the MyCerritos logo:
3. Scroll down to “Sign in to MyCerritos” and enter your “User ID” (Student ID #) and Password (Birth date MM/DD/YY, for example October 1st of 1989 would be: 100189)
4. Under “One Stop”, click on “Student Center”
5. On the left hand side of the screen, click on “Enroll”
6. Click on the correct session: (i.e., Summer, Fall, or Spring)
7. You have 2 options to add courses to the Shopping Cart:
   - 7 (1) Enter the Class # from the schedule of classes, or other resource, and press “Enter.” Go to step 8.
   - 7 (2) Hit the search key. In the next window you will be asked for the subject and the course number (e.g. Sociology 101); hit “Search.” When you find the class you want, click on “Select class.” Go to step 9.
8. In this window, you will see the class schedule of the course you selected. Click “Next” to continue.
9. This section is the “Wait List” option; if the class is full select this option if you want to be placed on the wait list. Click “Next” to continue.
10. You have now added a class to your “Shopping Cart”
11. If you would like to add additional courses, please repeat Steps 7-10.
12. Click on Step 2 of 3 to continue
13. You are not finished until you click on
14. Make sure you see the “Success” status on all your classes, if you see errors “X”, check the reverse side of this sheet for a possible solution.

<table>
<thead>
<tr>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success: This class has been added to your</td>
<td>✔</td>
</tr>
<tr>
<td>schedule.</td>
<td></td>
</tr>
<tr>
<td>Error: Unable to add this class - requisites</td>
<td>✗</td>
</tr>
<tr>
<td>have not been met.</td>
<td></td>
</tr>
</tbody>
</table>

If you see this ERROR message, you are NOT enrolled in this course.

April 2009