Web Registration Information

How to login:
- Access the Canisius homepage at: https://my.canisius.edu/
- Login to the MyCanisius portal with your Canisius username and password
  (you should have received an email upon admission to the program with this information)

How to register for class:
- On the left side of the page you will see the Navigation Bar, listed under the Navigation Bar is the Launchpad. Under the Launchpad you will see other subgroups.
- Choose the orange section labeled Schedule and Registration.
- Choose Look Up Classes (SSB)
- Choose the correct term and press submit
- Choose the correct program
- Choose the section you are registering for
- **To register for a section, check the box** under the “Select” heading for course(s) desired.
- Then click register button at the bottom of the screen.

If there is a C in place of the box, then the course is closed. To request to be added to closed classes, contact the appropriate office for your program:
- School of Education – Associate Dean’s Office: 716-888-2546
- Graduate Business Programs Office: 716-888-2140
- Arts & Sciences – contact your program director/ academic advisor
- Office of Professional Studies: 716-888-8296

Please provide the **CRN #, course number and section, and term** from the registration screen when coordinating with your program contact:

To view your schedule:
- Return back to mycanisius home
- Under the Launchpad, choose Schedule and Registration
- Choose View Detail Schedule (SSB)
- Enter the term and submit

To access your Desire2Learn (D2L) for online/hybrid classes
- Login to your MyCanisius account
- Under the Launchpad choose the green section, labeled My Applications
- Select the tab labeled Desire 2 Learn
- When the page opens you will see the classes that you are registered for on the left hand side and a section on the right hand side with an introduction video to D2L. It is highly recommended that you watch this video. Courses will open on D2L a couple days prior to the first day of classes so that you can start to familiarize yourself with the system.

To access your Gmail
- Login to your MyCanisius account
- Under the Launchpad choose the green section, labeled My Applications
- Select the tab labeled Gmail
- It is very important that you are checking your account regularly as any information about your classes or student account will be sent there.