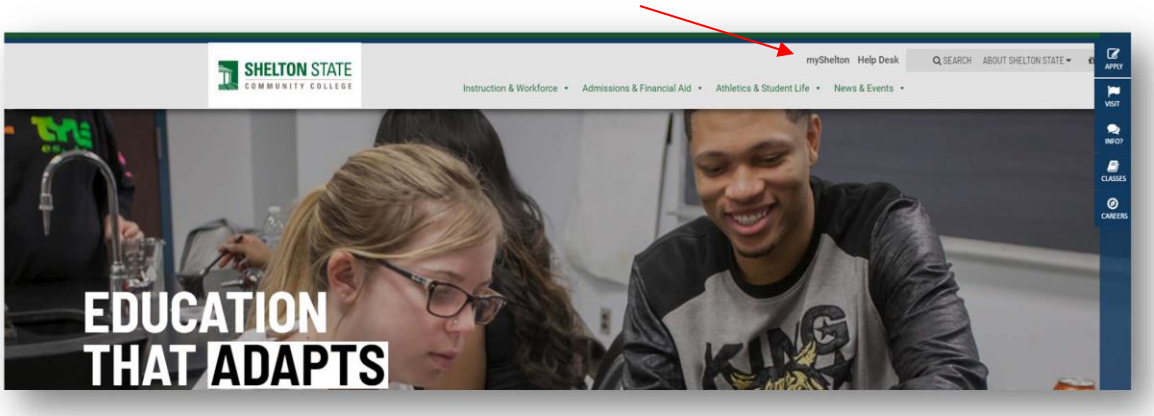
Directions to View Course Schedule &

Access Canvas & Student Email

For additional assistance, please contact dualenrollment@sheltonstate.edu.

HOW TO VIEW THE COURSE SCHEDULE

1. Go to www.sheltonstate.edu and select **myShelton** at the top of the website.

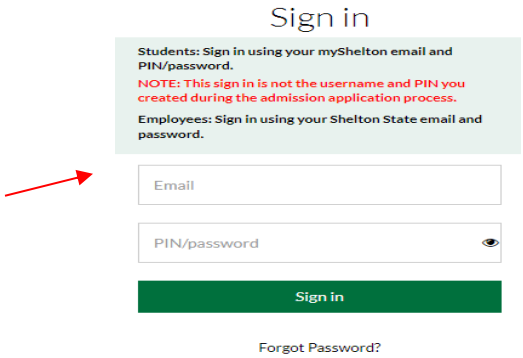


2. Click on **Portal Login** in the top, right corner.

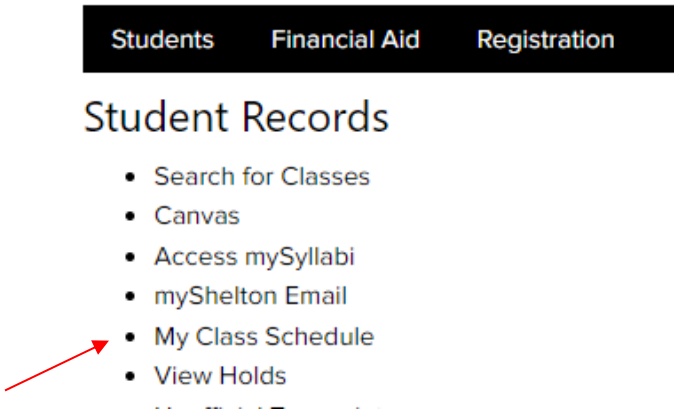
3. Sign into your myShelton account using your Shelton email and password.

Email: Shelton State email address

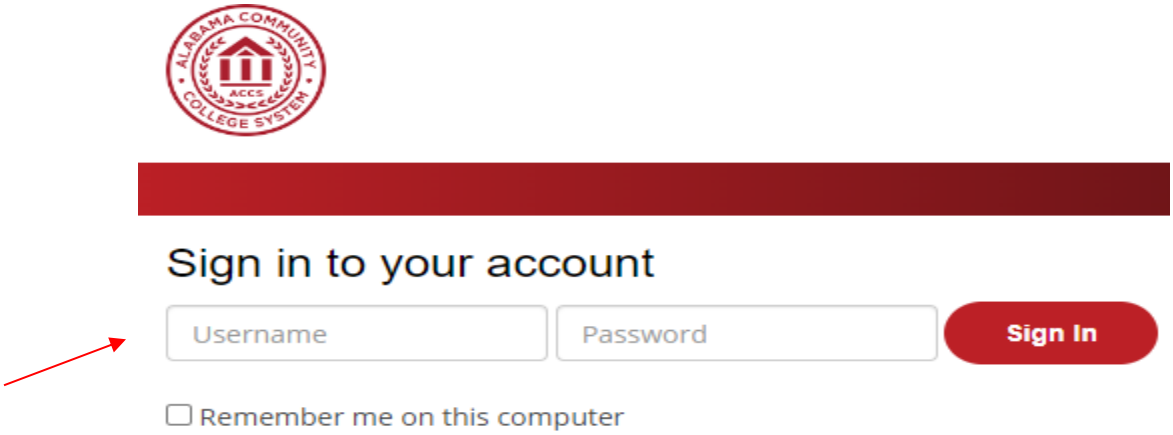
Default PIN/password: 6-digit date of birth (MMDDYY)



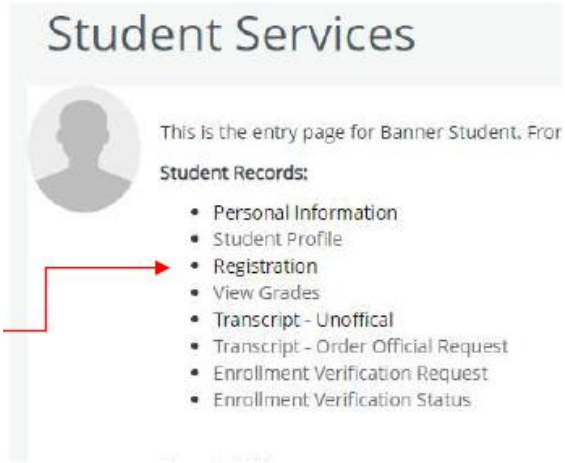
4. From the students tab, click **my Class Schedule** under the Student Records section.



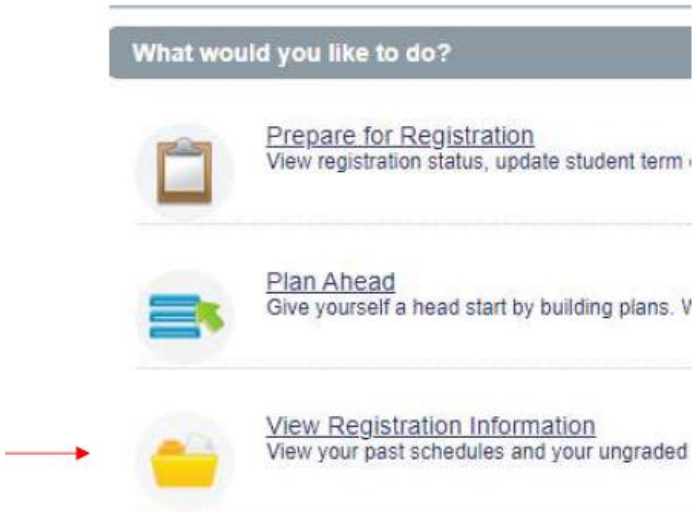
5. Sign in with your myShelton user log in information.



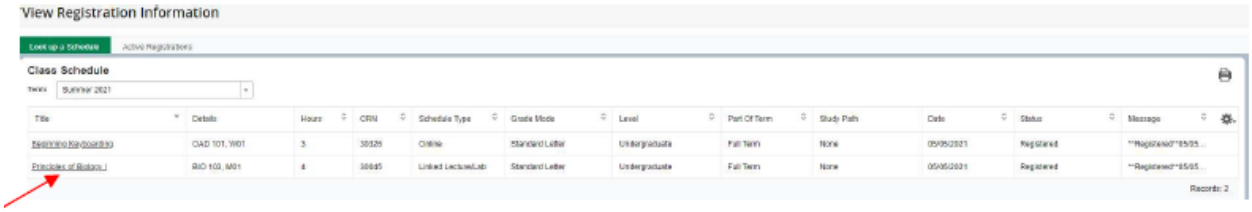
6. Click on **registration** under student records.



7. Next, click on **view registration information**.



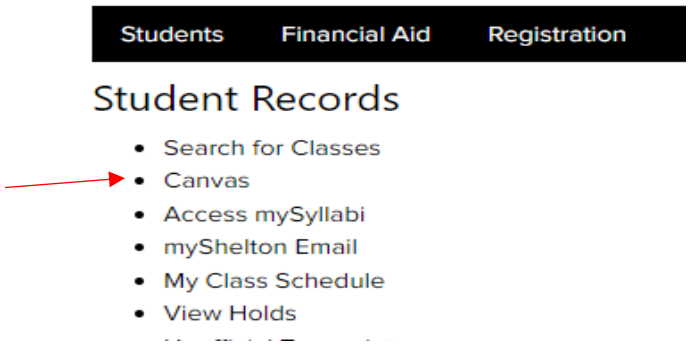
8. View the **class schedule** to verify the courses you are registered for. You must click on the title of the course to see additional information about your course.



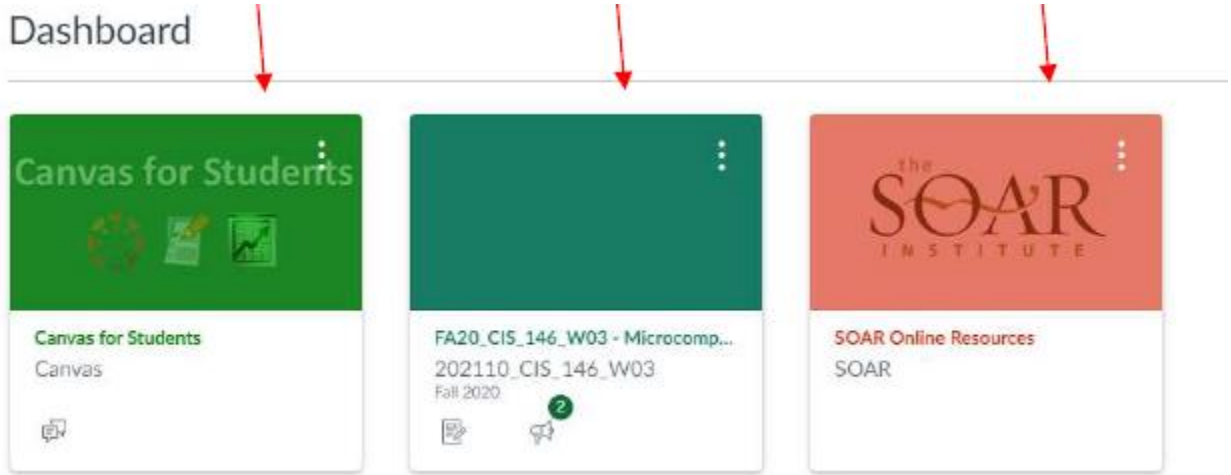
HOW TO ACCESS CANVAS

1. Follow the previous steps to log into the myShelton account.

2. Click on **Canvas** in the student records section under the student tab.



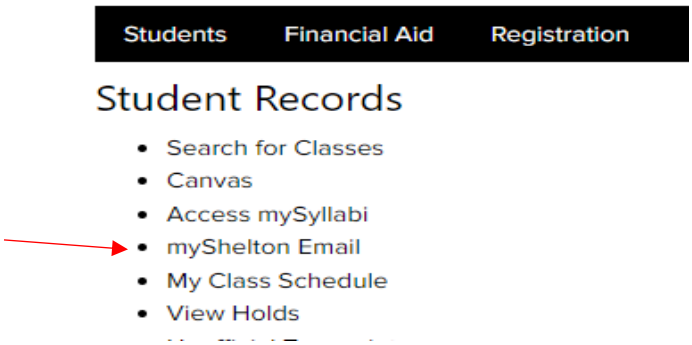
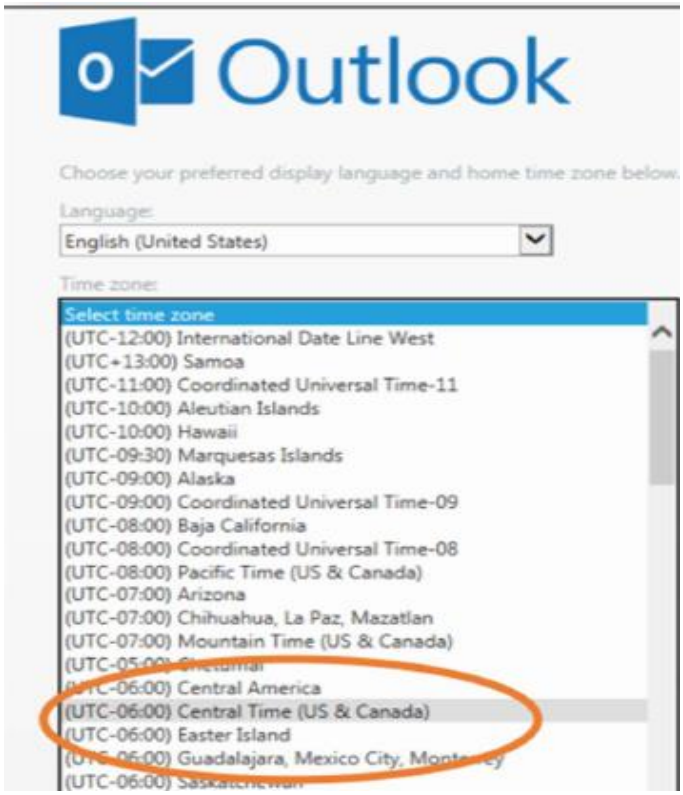
3. Your Canvas Dashboard will list the enrolled courses for the semester.



HOW TO ACCESS YOUR SHELTON STATE EMAIL

1. Follow the previous steps to log into the myShelton account.

2. Click **myShelton email** in the Student Records section under the Student tab.



First time users ONLY: In a new window, you will have to choose your language and home time zone. Click "Save."