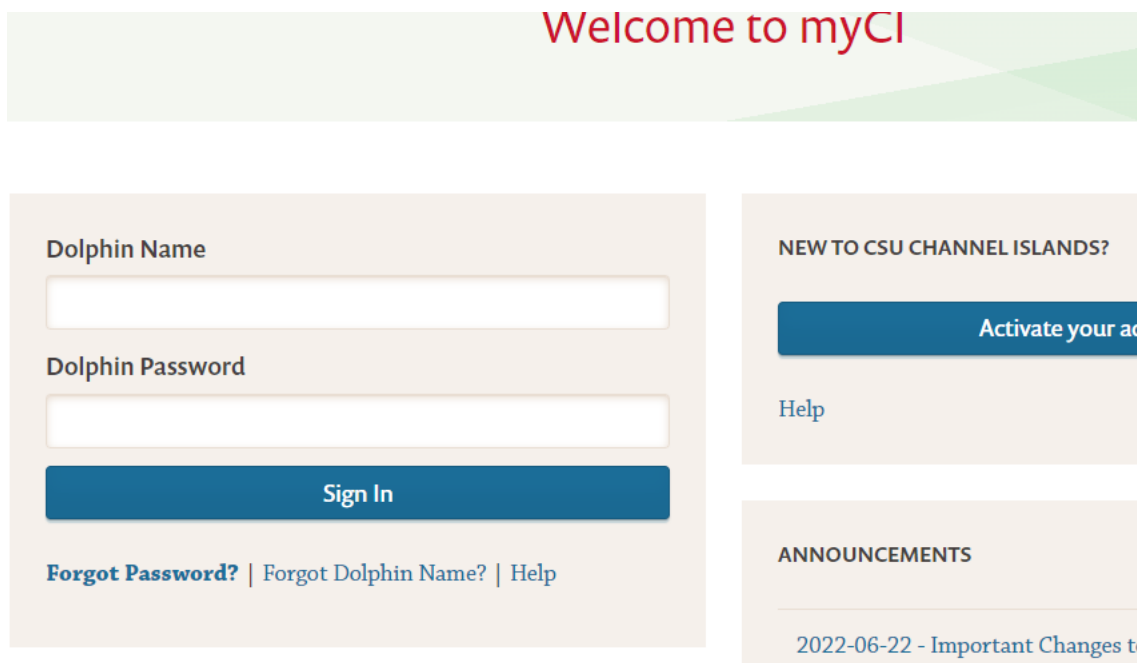# How to Track Permission Numbers (Faculty)

Faculty will now have the ability to track what permission numbers have been issued. If and when the student has used the class permission number to enroll in a course, the information will populate in the page.

1) Open your browser and go to
   https://myci.csuci.edu or connect
   through www.csuci.edu and click on
   the myCI icon.

2) On the sign-in page:
   a) Enter your Dolphin Name* (ex. first.last)
       b) Enter your Dolphin Password*
   c) Click on "Sign in" to log in.
   *Both are case sensitive.

3) Once you are logged into myCI, click on
   CI Records in the *My Account* section.

Welcome to myCI

Dolphin Name

Dolphin Password

Sign In

Forgot Password? | Forgot Dolphin Name? | Help

NEW TO CSU CHANNEL ISLANDS?

Activate your ac

Help

ANNOUNCEMENTS

2022-06-22 - Important Changes t

4) Navigate to:
   a) Self Service> Faculty Center >Class Roster
   b) Select the link Class Permissions

5) Class Permission Numbers
   a) A list of available class permissions will be listed for each individual course
   b) Select the Issued box for class permission number that will be used
   c) Click Save

Class Permission Numbers

COMM 320 - 01 (1830)   Rhetorical Theory and Practice (Lecture)

Fall 2023 | Regular Academic Session | Channel Islands | Undergraduate

▼ Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TuTh 10:30AM-11:45AM	Bell Tower 1602		08/19/2023 - 12/09/2023

Class permission numbers are used to grant individual students permission to enroll in a course via self service. To get numbers generated for this class, please see your program support personnel.

Class Permission Numbers   Personalize | Find | 🔲 | 🖩   First ◀ 1-20 of 20 ▶ Last

General Info

Seq #	Number	ID	Name	Permission Type	Issued	Issued By	Issued Date	Status	Use Date	Expire Date
1	367470			Add	☐			Not Used		11/10/2023
2	263220			Add	☐			Not Used		11/10/2023
3	630000			Add	☐			Not Used		11/10/2023
4	540720			Add	☐			Not Used		11/10/2023

6) The permission number that has been issued will be grayed out. Once the student has used the permission number, the missing information will populate.

Class Permission Numbers   Personalize | Find | 🔲 | 🖩   First ◀ 1-20 of 20 ▶ Last

General Info

Seq #	Number	ID	Name	Permission Type	Issued	Issued By	Issued Date	Status	Use Date	Expire Date
1	367470			Add	☑	Echo	12/15/2023	Not Used		11/10/2023
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