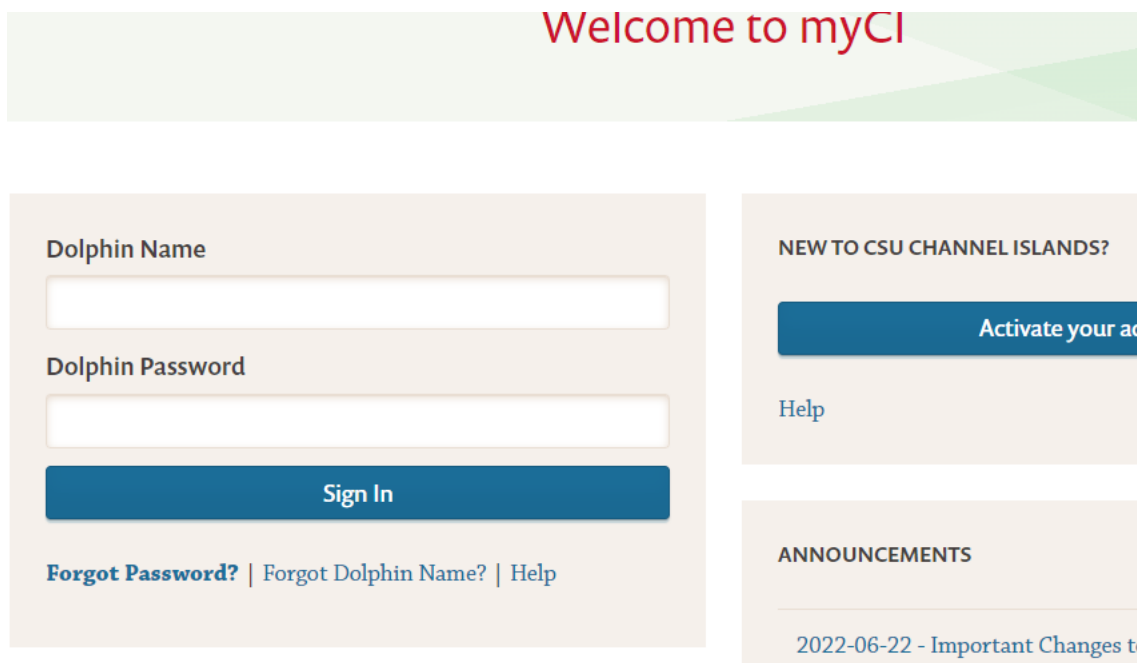


How to Track Permission Numbers (Faculty)

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.



The screenshot shows the myCI sign-in interface. At the top, a green banner reads "Welcome to myCI". Below this is a sign-in form with two input fields: "Dolphin Name" and "Dolphin Password". A blue "Sign In" button is positioned below the password field. At the bottom of the form are links for "Forgot Password?", "Forgot Dolphin Name?", and "Help". To the right of the sign-in form is a sidebar with a "NEW TO CSU CHANNEL ISLANDS?" section containing an "Activate your account" button and a "Help" link. Below that is an "ANNOUNCEMENTS" section with a link for "2022-06-22 - Important Changes to..."

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

Faculty Center | Advisor Center | Search

My Schedule | **Class Roster** | Grade Roster

Class Roster

[View FERPA Statement](#)

Fall 2023 | Regular Academic Session | Channel Islands | Undergraduate

[Change Class](#)

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

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

*Enrollment Status Enrolled

Enrollment Capacity 30 Enrolled 24

Select → **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

COM 320 - 01 (1830) Rhetorical Theory and Practice (Lecture)
Fall 2023 | Regular Academic Session | Channel Islands | Undergraduate

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 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	<input type="checkbox"/>			Not Used		11/10/2023
2	263220			Add	<input type="checkbox"/>			Not Used		11/10/2023
3	630000			Add	<input type="checkbox"/>			Not Used		11/10/2023
4	540720			Add	<input type="checkbox"/>			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 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	<input checked="" type="checkbox"/>	Echo	12/15/2023	Not Used		11/10/2023
2	263220			Add	<input type="checkbox"/>			Not Used		11/10/2023