**CSUF Portal**

**Overview**

The CSUF Portal is a web service that connects students to many resources. The Student Center is where students can view their courses, register, among many other services. Students can access Titanium via the CSUF Portal. Titanium is a web service for courses a student is registered in. Titanium is also used for fully-online courses. Students can access the Student Center through the Portal.

**CSUF Portal**

* Accessing CSUF Email
* Accessing Student Portal
  + Searching for Courses and Catalog
  + Registering, Dropping, Withdrawing, and Switching Courses
  + Getting Unofficial Transcript
* Accessing Titanium
* Accessing Titan Degree Audit (TDA)
  + Requesting TDA
* Accessing More Apps

**CSUF Email**

* Using Gmail and Google Services.
* Sending an email
  + Click on Compose.
  + Type the recipient’s e-mail in the To field.
    - Click on Cc, Bcc, for any other recipients.
  + Create a subject line.
  + Write the e-mail in the body.
* Attaching files
  + Click on the Attach icon located near the Send button.
  + Browse to the location of the file.
  + Click on Open.

**Student Center**

* The Student Center is the main hub for students to access important information. Academics, finances, personal information, admission information, and holds, can be found here.
  + Searching for Courses
  + Registering, etc. Courses
  + Course Catalog
  + Getting Unofficial Transcript

**Searching for Courses**

* Students can search for courses through the Student Center.
* Students can also access this page by clicking on Class Schedule Search in the CSUF Portal.
* To search for courses:
  + Make sure the term is correct.
  + Under Class Search section, click the Subject drop down and select a subject.
  + If the student knows the course number, have them type it in the box next to the Course Number drop down.
  + If the student is an undergraduate, keep Course Career default. Otherwise, click the drop down and select the appropriate Course Career.
    - Any questions relating to course scheduling should be directed to the appropriate department. See the **department pages** for more information.
    - For advising questions, direct them to make an appointment with their DSS counselor, academic advisor, and/or major advisor.
  + Click Search.
  + The catalog will try to find sections for the course(s) the student is looking for.
  + If the student would like to register for any of the courses, have them write down or copy the Class Number.
  + To search for waitlisted or closed course sections, uncheck the box that says Show Open Classes Only.
* To register for courses:
  + There are many ways to register for courses.
  + Click on Enroll tab.
    - Enter the class number then press the Enter button.
  + If class number is not known, click on Search.
    - Student will be directed to search courses. If you are not sure how to search for courses, review the **previous section.**
  + On the next screen will be information about the course. Click on Next.
  + The course will be placed into the student’s Shopping Cart.
  + Repeat this step until the student has added all their courses to their Shopping Cart.
  + Click on Proceed to Step 2 of 3.
  + Confirm the courses.
* Course Catalog:
  + The course catalog shows all the courses that have been scheduled at CSU Fullerton. To view the course catalog:
    - Go to Student Center or Click on Class Schedule Search.
    - Click the Browse Course Catalog tab.
    - Select the first letter of the department you want to search courses for. For example, if you want to find a course for English, click on ‘E’.
    - Find the correct department in the list and click on it.
    - A list of course numbers will appear. Note that some courses may not be scheduled in the upcoming semester.
    - To check if a course is scheduled, click on the course.
    - Once the course has been clicked, the course description will appear. If the course is scheduled, click on View Class Sections.
      * A list of sections for the course will appear underneath the course description in a section titled Course Schedule.
    - Check the status of the course.
    - Click Select for the course that fits the student’s schedule.
* Getting Unofficial Transcript
  + Students that need to make a counseling appointment may need to access or have their unofficial transcript. To get an unofficial transcript:
    - Click on Student Center.
    - Click on My Academics.
    - Click View Transcript.
    - On the next page, click the yellow View Transcript button.
    - On the next page, Select All (Ctrl+A) and Copy (Ctrl+C).
    - Open a new word document.
    - Paste (Ctrl+V) the selection onto the word document.
    - Save the file.

**Titanium**

* Titanium is a web service for courses a student is currently registered in. If you are receiving accessible course materials, you can find them here.
* Here are common questions and problems that students may ask about Titanium:
  + Checking Grade
  + Uploading Files
  + Posting on Forum
  + How to Take Quiz
* Here is a full Titanium tutorial:
  + [**http://titaniumhelp.fullerton.edu/m/StudentSelf-HelpGuide**](http://titaniumhelp.fullerton.edu/m/StudentSelf-HelpGuide)

**Titan Degree Audit (TDA)**

* Students can retrieve their Titan Degree Audit (TDA) through the Portal. The TDA is different from your unofficial transcript. The TDA is for advising purposes in a student’s major. It also shows what courses you’ve taken and what you need to take.
  + To request your Titan Degree Audit, please follow these instructions.
    - On the CSUF Portal, click on Titan Degree Audit & Planner. If you do not see this link, click on More Apps, or search in the Search Bar, TDA.
  + The student’s current program will be listed. By default, the request will be in an HTML format. If a student needs a PDF, go to **Options -> Format -> PDF.**
  + Click on **Run Audit**.

**More Apps**

* Using More Apps
  + Students can find many services and resources through More Apps. To mark an app as a favorite, click on the star button. Students can view their favorites on the Favorites tab. Here are a few that DSS students may need the most.
* Titanable
  + Students can access Titanable through the Portal. By clicking on Titanable, they will be redirected to the DSS website. If you do not know how to navigate Titanable, review this **section**.
* TitanCard Deposit (for printing services)
  + This app allows students to deposit funds on their Titan Card. These funds can be used for printing services on campus. Find the tutorial on Asana.
* My CWID
  + Some students may not know their CWID. If a student is able to login to their Portal, they can find their CWID. They can also retrieve it through here: <https://my.fullerton.edu/Accounts/CWID/>