**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
  + Course Catalog
  + Registering, etc. Courses
  + Getting Unofficial Transcript

**Searching for Courses**

* Students can search for courses through the Student Center.
* Students can also search for courses 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.
* Note: DO NOT ACT AS AN ADVISOR FOR THE STUDENT.
  + Any questions relating to course scheduling should be directed to the appropriate department. See the **department pages** for more information.
  + Advising questions should be directed to their DSS counselor and/or major advisor.
* To register for courses:
  + There are many ways to register for courses.
  + Click on Enroll tab.
    - If class number is known, enter the class number and click Enter.
  + If class 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.**

**Titanium**

* Titanium is a web service for courses a student is currently registered in. Titanium allows instructors to create a course site. Instructors can upload material and other resources on these websites. In addition, if you are receiving accessible course materials, you can find them here. Fully-online courses utilize Titanium. Finally, some courses may not use a Titanium course site.
* 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 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, check 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/>