**PART I: Community @ CSUSM Account**

1. **Read Steps 1-7 below before starting the enrollment process.**
2. To create an account, click on [New Account form](https://community.csusm.edu/login/signup.php) and scroll down to “Create New Account.”
3. Fill out the form with your desired username and password.
4. Enter your valid email address (to be used to confirm and complete the process).
	* You can use a personal email, or your university email.
5. An email will be immediately sent to the email address you entered.
6. Check your email from the email address you provided to receive a confirmation link.
	* Click the confirmation web link;
	* Click “Continue.”
7. Your account will be confirmed and you will be logged in.

**PART II: Course Enrollment**

* + Go to the following page: <https://community.csusm.edu/course/view.php?id=8850>
	+ This is the page for the “CSUSM Specialized Short-Term Program”
	+ You might see the following message: “You are currently not enrolled in any courses.”
	+ Click the **X** in the upper right to return to the Community homepage (but stay logged in).



1. Scroll to the bottom of the page.



1. In the **Search Courses** box, enter the name of the container (CSUSM Specialized Short-Term Program) and click **Go**.
2. Click on the name of the course. You will see the following:

CSUSM Specialized Short-Term Program

Enrollment Key

1. In the field that says “Enrollment Key” enter **alci2022**
	* + All lowercase, no spaces or punctuation
2. Congratulations: you are successfully enrolled in the course!

**PART III: Future Course Access**

Step 1: Go to <https://community.csusm.edu>

Step 2: Log in using the username and password you have created

Step 3: Click on the course “CSUSM Specialized Short-Term Program”