Quick Reference Guide

Step 1: Register for your course with your Provider (to include payment made to the Provider).

Step 2: Complete the online registration with CSU Pueblo at
https://www.csupueblo.edu/extended-studies/graduate-studies-in-teacher-education/index.html
Once you submit, you will receive an email confirming your registration. There will be a registration number in this email, and it may be helpful to document it and send to your provider for proof of registration. You need only to register **ONCE** per course that you're taking. Please make sure you register for the correct course.

Step 3: Following your online registration, you can expect a follow-up email that will provide you with your NET ID number. You can expect this email approximately 7-10 days later. Keeping record of your NET ID number is encouraged. This will be your student record number for CSU Pueblo. For existing students, your PID will go away and you will now use your NET ID, make sure you have activated your NET ID. For new students who did not have a PID you must activate your NET ID to have access. Link to activate NET ID: **https://www.csupueblo.edu/information-technology/help-desk/net-id-password-help.html**

Step 4: Once your coursework is submitted to your provider and they've sent us your grade, we will enter it. This process can take up to 14 business days.

Step 5: A notification will **NOT** be sent out when your grade is transcribed, rather, you can periodically check your unofficial transcripts on your Student PAWS account to see when the grade is posted.

Step 6: To log in to your PAWS account, please see the instructions provided in the email you received with your NET ID number.

Step 7: Official Transcripts are ordered through PARCHMENT all prices are listed on the link below.
https://www.csupueblo.edu/registrar/transcripts.html
If you have never ordered your official transcript from PARCHMENT you must create a separate account in PARCHMENT to order.

Please visit the "*Students*" tab on our webpage for additional helpful information:
https://www.csupueblo.edu/extended-studies/teacher-education-institute.html.

If you have any questions or concerns, please contact the Teacher Education Program Specialist at 719-549-2048, Jonni Valdez-Silva