



Central Connecticut State University



Registration Guide for Students

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Introduction to CentralPipeline

Every student at CCSU has (or can obtain) a CentralPipeline account. CentralPipeline is a web portal that provides single sign-on access to all of your web-based University resources, such as campus announcements, WebCentral, WebCT, Outlook Web Access and more.

Your CentralPipeline username and password is the same username and password you use to access the campus computer network. If you do not have a campus computer network account or do not remember your password, you can use any computer connected to the Internet to activate your account or reset your password (note: you must know your 8-digit ID number to activate your account or reset your password).

Important Information about your Password

Your password is set to expire every sixty days and you will need to reset it. You will receive a notification in CentralPipeline when you have 14 days remaining before you must reset your password – this message will display as a reminder until you have 1 day remaining to reset your password. You can reset your password from any computer that has Internet access using the steps outlined in this document. You can also reset your password from any computer connected to the campus network.

Activating Your Account

To activate your account:

1. Open your web browser and navigate to the CentralPipeline page at <http://pipeline.ccsu.edu>
2. Click on the Accounts Management (<https://accounts.ccsu.edu/>) link
3. Complete the following information on the Account Management form:
 - a. Enter your 8-digit ID number
 - b. Enter the last 4 digits of your Social Security Number
 - c. Enter your Date of Birth (including the 4-digit year)
 - d. Click on the Submit button

CCSU ID:	<input type="text"/>	Enter your CCSU ID without spaces or hyphens
Social Security Number Check:	<input type="text"/>	Enter the last four digits of your SSN
Date of Birth:	<input type="text" value="January"/> <input type="text" value="1"/> <input type="text"/>	Enter your date of birth including the four digit year
<input type="button" value="Submit"/> <input type="button" value="Clear"/>		

4. Read the Policy on Student Use of University Computer Systems and Networks
5. At the bottom of the screen, you will be prompted to select the e-mail system you would like to use. Choose the Exchange option to use the CCSU e-mail system (Outlook) or choose the Forwarded Email option and enter your primary e-mail address (i.e. Hotmail address, Yahoo address, etc.). Regardless of which option you choose, you will receive a CCSU e-mail address (username@ccsu.edu). If you

9. UNAUTHORIZED USES for students include but are not limited to the following:

- o Computer games which are not assigned course work
- o Development or transmitting of chain letters
- o Entering or transmitting of commercial advertisements or solicitations
- o Entering or transmitting of political campaign material relating to elections to be held outside the University
- o Entering or transmitting of obscene material
- o Sexual harassment or other forms of harassment aimed at others or otherwise threatening others
- o Sharing ones own computer account with others or using another person's accounts
- o Violation of copyright laws or using or copying software in ways that violate the terms of the license
- o Entering or transmitting computer viruses or any form of intentionally destructive programs
- o Intentional disruption of network services
- o Connecting any device to the network without permission
- o Copying, modifying, replacing, or deleting any other user's account or any software used for system management
- o Harming University computer equipment
- o Uses which violate rules developed at each University which are necessitated by facilities limitations or other circumstances unique to each University.

Select the type of email you would like:
Press [Here](#) if you need assistance in selecting your email preference.

Exchange:
CCSU Managed Email Account

Forwarded Email:
Third Party email (i.e. Hotmail, Yahoo, SBC...)

Examples: user@yahoo.com, me@aol.com, muser@netmail.net

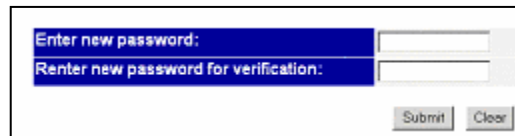
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choose to forward your e-mail to an external address, people will send e-mail to your CCSU address and our system will automatically forward the e-mail to your external address. **Important Note:** Due to the e-Communications policy at CCSU, you must keep your e-mail account current. If you choose to use CCSU's e-mail system, you must keep space available for important e-mail messages; if you choose to forward your mail, you must ensure your outside e-mail address is valid and has space available at all times. For more information on the e-Communication policy, refer to the Policies channel on the Welcome tab of CentralPipeline.

6. Once you have selected your e-mail preference, click on the Activate button.
7. You will receive a confirmation screen. You will now need to create your password by clicking on the Password Reset link.



8. From the Password Reset page, review the information about creating a password, then scroll to the bottom of the page and enter your new password in both the Enter New Password field and the Re-enter New Password for Verification field.

A screenshot of a web form titled "Enter new password:". It contains two input fields: "Enter new password:" and "Re-enter new password for verification:". Below the input fields are two buttons: "Submit" and "Clear".

9. Click on the Submit button. Your password has been reset.



10. Once you have created your account, you may go to the CentralPipeline login page at <http://pipeline.ccsu.edu> to log in to your account. The first time you log in to CentralPipeline, you will see a "Welcome" screen - click on the Let's Begin button to continue.

Resetting your Password

To reset your password:

1. Open your web browser and navigate to the CentralPipeline page at <http://pipeline.ccsu.edu>
2. At the bottom of the page, click on the <https://accounts.ccsu.edu/> link

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3. Complete the following information on the Account Management form:
 - a. Enter your 8-digit ID number
 - b. Enter the last 4 digits of your Social Security Number
 - c. Enter your Date of Birth (including the 4-digit year)
 - d. Click on the Submit button

CCSU ID:	<input type="text"/>	Enter your CCSU ID without spaces or hyphens
Social Security Number Check:	<input type="text"/>	Enter the last four digits of your SSN
Date of Birth:	January 1 <input type="text"/>	Enter your date of birth including the four digit year
<input type="button" value="Submit"/> <input type="button" value="Clear"/>		

4. From the Account Options page, click on Password Reset

Your CentralPipeline Account username is:	tsai_yu
Records show that the above account is active. If you do not know the password for this account, go to:	Password Reset
You may change how your email is handled at any time. To select the type of email you want to use with your account, click here to go to:	Email Preferences

5. From the Password Reset page, review the information about creating a password, then scroll to the bottom of the page and enter your new password in both the Enter New Password field and the Re-enter New Password for Verification field

Enter new password:	<input type="password"/>
Re-enter new password for verification:	<input type="password"/>
<input type="button" value="Submit"/> <input type="button" value="Clear"/>	

6. Click on the Submit button. Your password has been reset.

Password Reset
Your password was successfully changed. Please use your new password to log on to CCSU CentralPipeline
<small>Close this window to protect your privacy</small>
<input type="button" value="Close"/>

7. Once you have reset your password, you may go to the CentralPipeline login page at <http://pipeline.ccsu.edu> to log in to your account.

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Registering for Class using CentralPipeline

What You Need Prior to Registration

Prior to doing your web registration you should do the following:

1. Pick up a Course Registration booklet, available on campus.
2. Meet with your faculty advisor to plan your course schedule and get your Alternate PIN (you will need an Alternate PIN to register if you are a Matriculated Undergraduate student or a Graduate student who does not have a Planned Program on file)
3. Fill out the schedule form that is found in the Course Registration booklet. Be sure to note the CRN, a five-digit course reference number, for each course that is selected.

Number of Credits to Register For

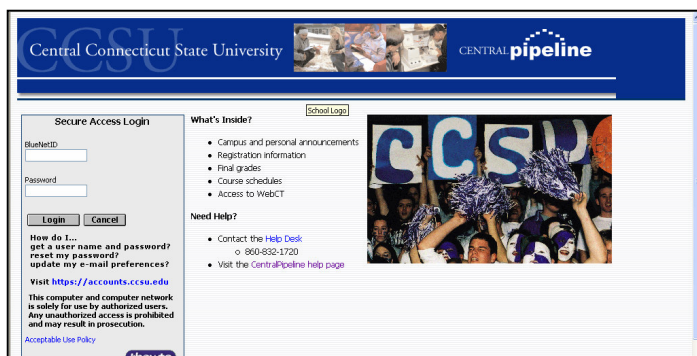
Full time graduate students should register for 9 - 15 credits; full time undergraduate students should register for 12 - 18 credits. Part time graduate students should register for 1-8 credits; part time undergraduate students should register for 1-11 credits.

Logging in to CentralPipeline

CentralPipeline is accessible from a Macintosh or a PC, using a newer version of Netscape Navigator or Internet Explorer, from both on-campus and off-campus. CentralPipeline is accessible from anywhere you can gain access to the Internet.

To log in to CentralPipeline:

1. Open your web browser and navigate to the CentralPipeline page at <http://pipeline.ccsu.edu>
2. At the CentralPipeline log in page, enter your BlueNet ID (campus computer network username) and password, then click on Login.



The Welcome Page

Once you have successfully logged in to CentralPipeline, you will be brought to the Welcome page. The Welcome page is the main page, providing university announcements and access to services such as Outlook Web Access and personal network drives.

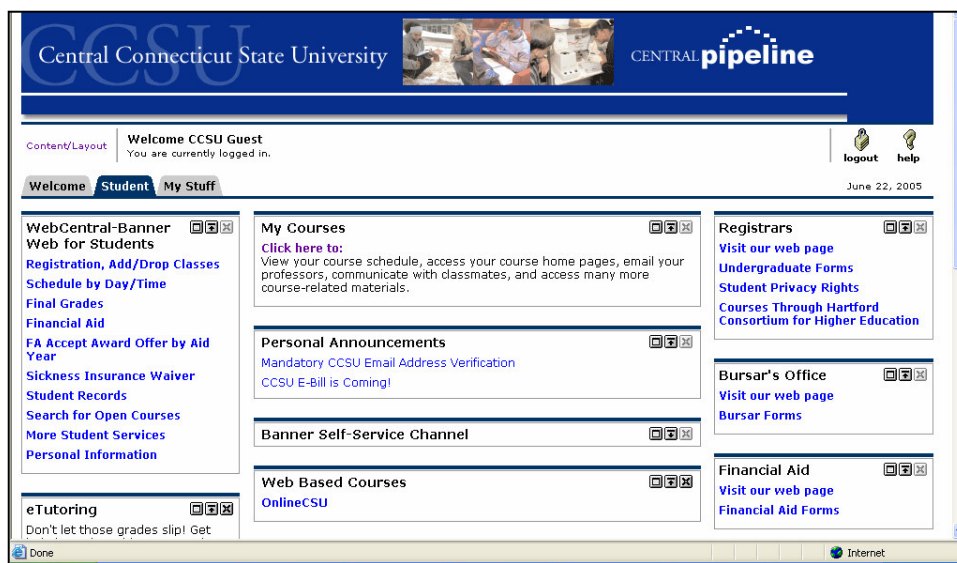


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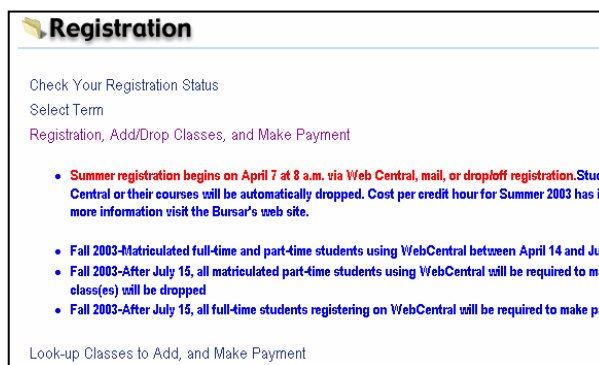
Registering for Classes

From the Welcome page, do the following to register for classes:

1. Click on the Student tab
2. From the WebCentral-Banner Web channel, click on the Registration, Add/Drop Classes link




3. From the Registration menu, click on Select Term
4. From the Select Term screen, click on the down arrow next to Term and choose the appropriate semester, then click on the Submit Term button to return to the Registration menu
5. From the Registration menu, click on Check Your Registration Status. Use this screen to review items that may affect your registration. This screen provides curriculum information on your level (undergraduate or graduate), your degree, your major, and any holds that will prevent you from registering. If you find registration holds, you should contact the appropriate office before attempting to register. You will also be able to verify the correct dates and times that you may register.
6. If you have no restrictions, click on the Back button in your browser to return to the Registration menu
7. From the Registration menu, click on Registration, Add/Drop Classes, and Make Payment



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- If you are an Undergraduate Matriculated student or a Graduate student without a Planned Program, you will be asked for your Alternate PIN (given to you by your Advisor). Enter your Alternate PIN, then click on the Submit PIN button.

Alternate PIN Verification

 Please enter your Alternate Personal Identification Number (PIN) for verification, then click Login

Enter Alternate PIN:

- At the Add/Drop Classes screen, enter the CRN(s) in the Add Class table until you have entered all of your classes, then click on the Submit Changes button.

Add Classes

CRNs

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- After clicking on Submit Changes, the Add/Drop Classes screen will display your Current Schedule and any Registration Errors.
 - If you DO NOT have any Registration Errors, your schedule is all set. Proceed to the “Completing Your Web Registration” section of this document.
 - If you DO have Registration Errors, you will need to select alternate classes to add to your schedule. Proceed to the “Making Changes to Your Schedule” section of this document.

Current Schedule						
Action	CRN	Subj	Crse	Sec	Level	Cred Grade Mode Title Status
None	11184	EDT	522	70	Graduate 3.00	Standard Letter Instructional Dsgn/Eval II **Web Registered** on Apr 14, 2003
Total Credit Hours: 3.00						
Billing Hours: 3.00						
Maximum Hours: 3.99						
Date: May 07, 2003 09:58 am						

Schedule WITHOUT Registration Errors

Registration Errors						
CRN	Subj	Crse	Sec	Level	Cred Grade Mode	Title Status
10211	AC	211	02	Graduate 3.00	Standard Letter	Intro to Financial Acctng CLOSED SECTION

Schedule WITH Registration Errors

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Making Changes to Your Schedule

You can make changes to your schedule any time during the registration period. You may also need to add or remove classes if you received Registration Errors during the Web Registration process.

Adding Classes using the CRN

To add classes using the CRN from the Course Registration Booklet:

1. Access the Registration menu (depending on the screen you are on, you may need to click on the Back to Student Tab link in the upper-left corner of the screen, then click on the Registration, Add/Drop classes link from the WebCentral-Banner Web channel).
2. From the Registration menu, click on the Registration, Add/Drop Classes and Make Payment link
3. Enter the CRN(s) in the Add Class table
4. Click on the Submit Changes button

Searching for Classes

The Class Search feature allows you to search through all available classes using specific search criteria to narrow your search. Using this feature, you must select a Subject to search by, but you could also narrow the search down by other criteria such as course number, day of week and time. To search for classes:

1. Access the Registration menu (depending on the screen you are on, you may need to click on the Back to Student Tab link in the upper-left corner of the screen, then click on the Registration, Add/Drop classes link from the WebCentral-Banner Web channel).
2. From the Registration menu, click on the Registration, Add/Drop Classes and Make Payment link
3. Click on the Class Search button
4. Click on the Subject you are looking for (use the scrollbar to scroll through the list of classes)
5. Enter any additional search criteria you would like to use to narrow down the search
6. Click on the Class Search button
7. The search results will be displayed. If you find a class you would like, click on the checkbox in the left column, then either click on Register to immediately register for the class or click on Add to Worksheet to add the CRN to the Add Classes table. If you do not find any classes you would like, you can click on the Class Search button to search again.

Subject: Accounting, Actuarial Science, Anthropology
Subj Code:
Course Number:
(O)pen (C)lose: Open Close Both
Title:
Schedule Type:
Part of Term:
Non-date based classes only
Instructor: All, Aaronsohn, E, Abadiano, H
Session:
Start Time: Hour 00 Minute 00 am/pm am
End Time: Hour 00 Minute 00 am/pm am
Days: Mon Tue Wed Thur Fri Sat

Anthropology																		
											-- Section --	--Cross List--						
Select	CRN	Subj	Crse	Sec	Cred	Title	Days	Time	Date	Cap	Act	Rsv	Rem	Cap	Act	Rem	Location	Instruc
									(MM/DD)									
<input type="checkbox"/>	10848	ANTH	140	01	3.000	Introduction to Anthropology	MWF	10:00 am-10:50 am	08/30-12/18	200	29	0	171				FD 001	Adams
<input type="checkbox"/>	10849	ANTH	140	02	3.000	Introduction to Anthropology	MWF	11:00 am-11:50 am	08/30-12/18	35	34	0	1				FD 108	Jail-Gu
<input type="checkbox"/>	10852	ANTH	150	01	3.000	Introduction to Archaeology	TR	09:30 am-10:45 am	08/30-12/18	90	50	0	40				RVAC 105	Feder,
<input type="checkbox"/>	10853	ANTH	150	02	3.000	Introduction to Archaeology	MW	02:00 pm-03:15 pm	08/30-12/18	35	34	0	1				FD 105	Sawyer
<input type="checkbox"/>	10854	ANTH	151	01	1.000	Lab in Intro Archaeology	TBA		08/30-12/18	20	6	0	14				TBA	Feder,
<input type="checkbox"/>	10855	ANTH	160	01	3.000	Intro to Biological Anth	MWF	01:00 pm-01:50 pm	08/30-12/18	30	16	0	14				FD 108	Park, M
<input type="checkbox"/>	11925	ANTH	160	70	3.000	Intro to Biological Anth	W	04:00 pm-06:40 pm	08/30-12/18	30	8	0	22				FD 308	Seidel,
<input type="checkbox"/>	11927	ANTH	170	01	3.000	Intro to Cultural Anthropology	MWF	11:00 am-11:50 am	08/30-12/18	30	16	0	14				FD 106	Adams

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Dropping Classes from Your Schedule

To drop classes from your schedule:

1. Access the Registration menu (depending on the screen you are on, you may need to click on the Back to Student Tab link in the upper-left corner of the screen, then click on the Registration, Add/Drop classes link from the WebCentral-Banner Web channel).
2. From the Registration menu, click on the Registration, Add/Drop Classes and Make Payment link
3. Click on the down arrow next to the word None in the Action column
4. Click on Drop Web

Current Schedule								
Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Drop Web	11184	EDT	522	70	Graduate	3.00	Standard Letter	Instructional Dsgn/Eval II

5. Repeat steps 1 & 2 for each class to drop from your schedule
6. Click on the Submit Changes button

When you are done making any changes to your schedule, click on the Submit Changes button located on the Add/Drop classes screen to ensure your changes are saved.

Completing Your Web Registration

When you have completed your Web Registration, you can view your current charges and/or print your current class schedule.

Viewing Your Current Charges

To view your current charges:

1. From the Add/Drop Classes screen, click on Finalize Registration and Payment located at the bottom of the screen
2. The Registration Fee Assessment screen will appear. From here, you can also see a Billing Account Summary by Term, submit a Sickness Insurance Waiver form and view your schedule.

Current Schedule									
Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Status
None	11184	EDT	522	70	Graduate	3.00	Standard Letter	Instructional Dsgn/Eval II	**Web Registered** or

Total Credit Hours: 3.00
Billing Hours: 3.00
Maximum Hours: 8.99
Date: May 07, 2003 10:06 am

Add Classes

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes Class Search Reset

[View Holds] [Finalize Registration and Make Payment]

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Printing Your Schedule

You can access your schedule directly from the Registration menu or from the Registration Fee Assessment screen (click on one of the following links located at the bottom of the page: Student Schedule by Day & Time or Student Detail Schedule). You can also access your schedule directly from the Student tab by clicking on the Schedule by Day/Time link in the WebCentral-Banner Web channel (depending on the screen you are on, you may need to click on the Back to Student Tab link in the upper-left corner of the screen first). Once your schedule is on the screen, click on the Print icon located on your browser's toolbar or click on File, then Print.

Exiting CentralPipeline

Once you have finished using CentralPipeline, you should exit completely by clicking on the Logout button located in the upper-right corner.