

GeorgiaONmyLINE Guide

Step-by-Step guide for new CSU/GOML students

Have you recently been admitted to the MEd Curriculum and Instruction in Accomplished Teaching, CSU-Georgia ONmyLINE (GOML) graduate program? Are you trying to figure out what to do next? This page is designed to guide you through your next steps, assist you in accessing the various systems you will use, and provide you with resources available to you as a student. PLEASE READ THIS INFORMATION CAREFULLY AND RETAIN IT FOR YOUR RECORDS.

Step #1: Make note of three very important pieces of information you will need to complete steps 2 through 7.

1. CSU email address
2. Academic advisor's name and contact information
3. CSU Student Identification Number (9-digit number at the bottom of your e-mail beginning with '909')

Step #2: Log into your CSU Email Account

Your CSU email address is the official means of communication from CSU faculty and staff, and your address will serve as your username for other GOML systems. Your CSU email address was included in your MyCSU letter. In some cases, your advisor may have already sent an email to your MyCSU account, but if not, you need to initiate contact with your advisor using this account.

To access MyCSU:

- Go to [MyCSU](#).
- Select "Cant access your account?"
- Select "Work or School Account."
- Type in your username.
- If you do not know your username, visit our [ID/username lookup form](#).
- Validate you are not a robot by marking the Captcha checkbox.
- You will then be prompted to send an email to an alternate email address - use the email address that you provided on your application for admission.
- Once confirmed, you will be able to set your password and log into MyCSU.
- Review [password requirements](#) to ensure successful setup.
- Setup [Microsoft Azure Multi-factor Authentication](#).
- CSU requires the use of multi-factor authentication to securely access your MyCSU Account.

***Trouble logging into or accessing your MyCSU E-mail Account? Contact the UITs Helpdesk (University Information Technology Services) 706-507-8199, or e-mail helpdesk@columbusstate.edu.*

Step #3: Contact your Academic Advisor

Your academic advisor will serve as your advisor for the duration of your time as a CSU-GOML student. You must contact your academic advisor each semester to have your registration hold lifted. In some cases, when you log into the MyCSU email system for the first time, you may have an email waiting for you from your advisor. If not, you should contact your advisor by phone or using your MyCSU email.

Step #4: Make note of your CSU Student Identification Number

All GOML students who declare CSU as their home institution are issued a CSU Student ID or “909 Number”. This number serves in place of your Social Security Number, and must be used in communications with CSU faculty and staff. You can find this number at the top of your Acceptance Letter or MyCSU Letter.

To look up your Student ID:

- Visit our [CSU ID Lookup Form](#)
- Enter and submit the requested information, and your Student ID number will be provided. Make a note of this number and commit it to memory.

*** Trouble obtaining your ID Number? If you have problems with your '909' Student ID Number please contact the UITS helpdesk @ 706-507-8199, Enrollment Services @ 706-507-8800 or email Columbus State University at helpdesk@columbusstate.edu.*

Step #5: Register for classes

Students will register/drop/withdraw for GOML classes through the MyCSU system. All GOML classes will be listed in the regular CSU course schedule regardless of the teaching institution. Check the Important Dates link in the left hand column to see the registration dates for GOML classes.

- Login to your MyCSU account and click on the Students Tab.
- Click on Add, Drop, or Withdraw under the Courses and Registration Section.

***Keep in mind the section capacity available is split between several different institutions. For example: If there are 30 seats available for EDAT 6001, only 15 seats will show as available, because the other 15 seats will show as available on Georgia Southern University's schedule.*

***Having trouble with registration? Contact the Office of Registrar at Registrar@ColumbusState.edu or 706-507-8800.*

Step #6: Pay your fees

Since CSU is your home institution, you will pay for your GOML courses through MyCSU. Once logged into MyCSU, click on the Students Tab and click the Student Account Portal button under the Student Accounts Services Section. Please allow 2 to 5 business days after you complete your GOML Course Registration for your course schedule and tuition due, to reflect in MyCSU.

If you want to apply for Financial Aid check out the [Financial Aid website](#) or call 706-507-8800. If you have already applied for Financial Aid, you can look in MyCSU under the Student tab in the Financial Aid Dashboard section. Students are responsible for ensuring financial aid coverage or making payment arrangements with the CSU Student Accounts Office. Fee payment deadline for GOML classes is the day registration closes for any term. Students whose fees are not paid or for whom arrangements have not been made by the fee payment deadline will be dropped from classes. Call 706-507-8800 for Student Accounts.

***Trouble paying your fees or notice a problem with the fees assessed? Contact Student Accounts at 706-507-8800.*

Step #7: Accessing the E-Classroom

The GOML online courses use the GeorgiaVIEW WebCT Vista System (also known as WebCT or WebCT Vista). You will be able to log into your classes on the first day of class (see GOML Academic Term Calendar). Please note: the GeorgiaVIEW WebCT System for GOML programs can only be accessed using the link below. This system will serve as the hub for your GOML courses. Here, you will attend class, correspond with your classmates and professors, check your grades, and much more.

To log into your online courses:

- Access the system at <https://go.view.usg.edu>
- Log into the system using:
 - Username: OneCSU login name with _csu appended on: lastname_firstname_csu (Some login names are followed by digits - If you are not sure you can look yours up: [CSU ID Lookup Form](#)) Your MyCSU login name is the first part of your CSU e-mail. ***Please be aware that your username for GOML is NOT your CSU e-mail address.***
 - Password: OneCSU password at the time you registered for classes.

The log-in information for the GOML Registration System & the GeorgiaVIEW system is the same; however, these are separate systems. You will need to use your Birthday Password on your first log in, into each system.