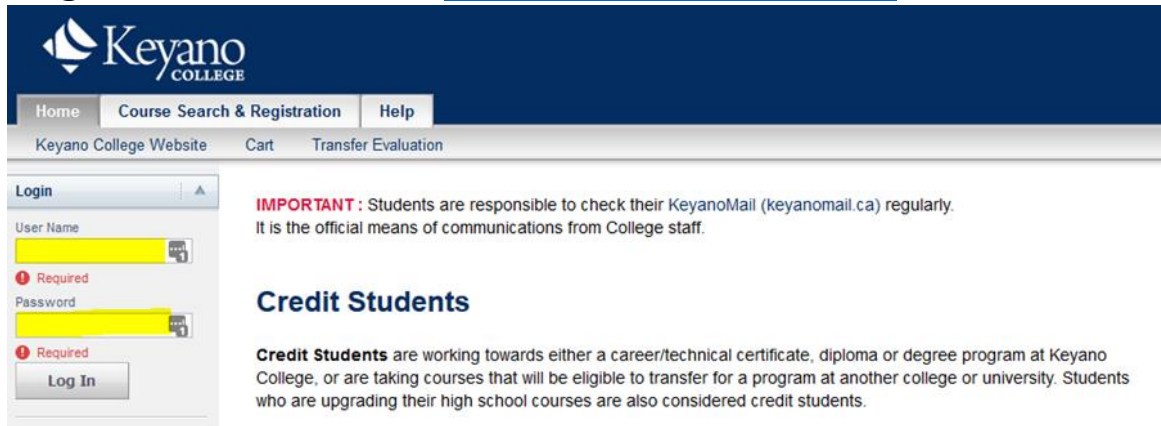


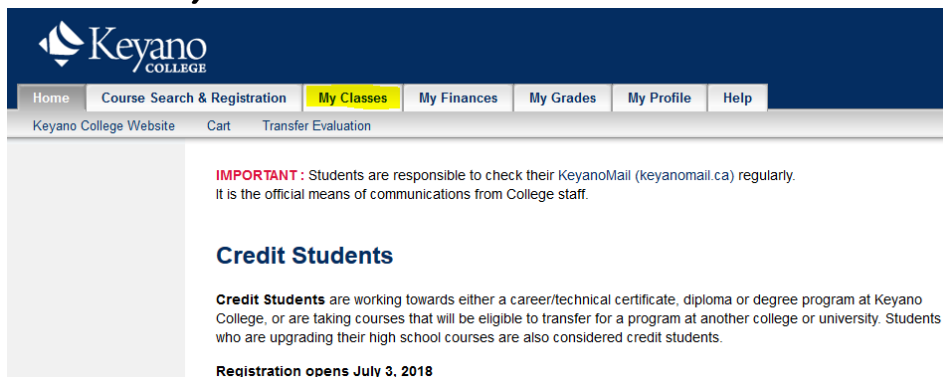
# How to View Schedule

1. Login to self-service [selfservice.keyano.ca](https://selfservice.keyano.ca)



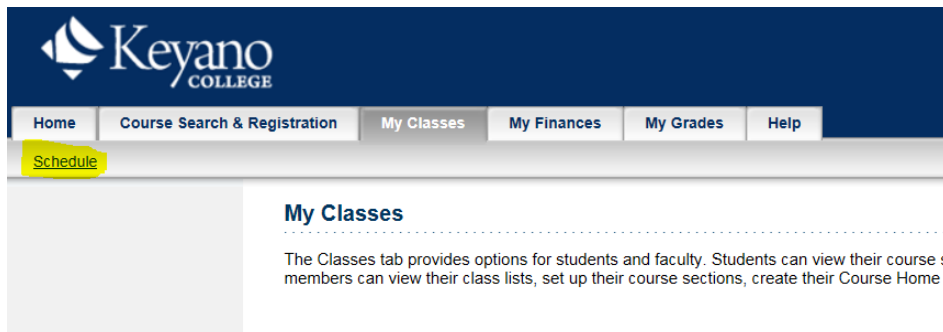
The screenshot shows the Keyano College self-service login page. At the top, there is a navigation bar with 'Home', 'Course Search & Registration', and 'Help'. Below this, there is a 'Login' section with fields for 'User Name' and 'Password', both marked as 'Required'. A 'Log In' button is present. To the right of the login fields, there is an 'IMPORTANT' notice: 'Students are responsible to check their KeyanoMail (keyanomail.ca) regularly. It is the official means of communications from College staff.' Below the notice, there is a section titled 'Credit Students' with a paragraph explaining that credit students are working towards a career/technical certificate, diploma or degree program at Keyano College, or are taking courses that will be eligible to transfer for a program at another college or university. Students who are upgrading their high school courses are also considered credit students.

2. Select *My Classes*



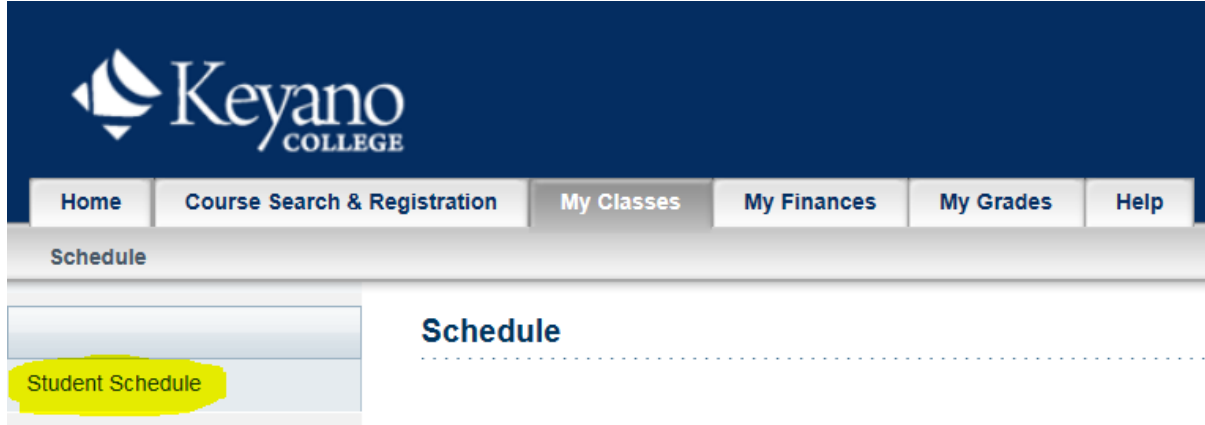
The screenshot shows the Keyano College self-service page with the 'My Classes' tab selected in the navigation bar. The navigation bar includes 'Home', 'Course Search & Registration', 'My Classes', 'My Finances', 'My Grades', 'My Profile', and 'Help'. Below the navigation bar, there is an 'IMPORTANT' notice: 'Students are responsible to check their KeyanoMail (keyanomail.ca) regularly. It is the official means of communications from College staff.' Below the notice, there is a section titled 'Credit Students' with a paragraph explaining that credit students are working towards a career/technical certificate, diploma or degree program at Keyano College, or are taking courses that will be eligible to transfer for a program at another college or university. Students who are upgrading their high school courses are also considered credit students. Below this, there is a notice: 'Registration opens July 3, 2018'.

3. Select *Schedule* on left column

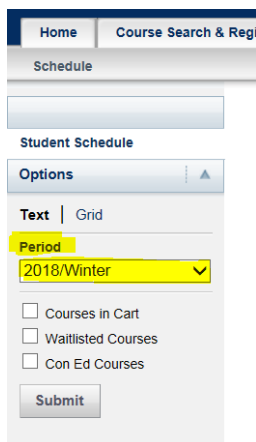


The screenshot shows the Keyano College self-service page with the 'Schedule' link selected in the left column. The navigation bar includes 'Home', 'Course Search & Registration', 'My Classes', 'My Finances', 'My Grades', and 'Help'. Below the navigation bar, there is a 'Schedule' link highlighted in yellow. Below the 'Schedule' link, there is a section titled 'My Classes' with a paragraph explaining that the Classes tab provides options for students and faculty. Students can view their course sections, and faculty members can view their class lists, set up their course sections, create their Course Home F

#### 4. Select *Student Schedule*



#### 5. Choose semester by selecting drop-down button under *Period*



#### 6. Classes should now be visible (Grid/Text format)

- Grid show classes in calendar format
- Text shows classes as a list

Home | Course Search & Registration | **My Classes** | My Finances | My Grades | Help

Schedule

### Student Schedule

Options

Text | **Grid**

Period  
2018/Winter

Courses in Cart  
 Waitlisted Courses  
 Con Ed Courses

Submit

### Class Schedule - 2018 / WINTER

	Monday	Tuesday
1:00 am		

### Student Schedule

Options

**Text** | Grid

Period  
2018/Winter

Courses in Cart  
 Waitlisted Courses  
 Con Ed Courses

Submit

### Traditional 2018/Winter/Continuing Education

Registered Courses

CEONLIN266/ConEd/01 - Introduction to Business Analysis  
Credits 0.00 Type NonCredit  
Schedule WedFri 1:00 AM - 1:01 AM; Keyano College Campu, , Room  
Instructors TBA, To be announced

CEONLIN269/ConEd/03 - Mastery of Business Fundamentals  
Credits 0.00 Type NonCredit  
Schedule WedFri 1:00 AM - 1:01 AM; Keyano College Campu, , Room  
Instructors TBA, To be announced

7. Remember to log out of Self-Service and close the browser when you are finished.