

How to View Schedule

1. Login to Self Service. <u>https://selfservice.keyano.ca/SelfService/Home.aspx</u>

Note that for Self Service ONLY, you do not add the "@keyanomail.ca" to the end of your User ID.



2. Select the *My Classes* tab.

Home	Course Search & Registration			My Classes	My Finances	My Grades	
Keyano (College Website	Cart	Active	Applications and (Offers		

3. Select Schedule on left column.

Home	Course Search & Registration	My Classes	My Finances	My Grades	Help
Schedule					

4. Select Student Schedule.

Home	Course Search & Registration		My Classes	My Finances	My Grades	Hel
Schedule						
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5. Choose term by selecting drop-down button under *Period* and then clicking on the *Submit* button.



The default view will show only credit courses that you have completed registration for.

If you wish to also see the courses in your cart, or that you have waitlisted for, or non-credit courses, check the box before you click on Submit.



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6. Classes should now be visible:

Submit

GRID view – shows classes in calendar format. INTA and ITA2 sections will not appear in this view, as they have no scheduled class times.

Home	Course Search & F	Registration	My	Classes	My Finance	s	My Grades	Help	
Schedule				11					
		Stude	nt Scł	nedule					
Student Sched	dule	Class S	chedule	e - 2018 / WINT	ER			*****	
Options			4	Monday	Þ.	4	Tuesday	Þ	4
Fext Grid		1:00 am							-
Period									
2018/Winter	· v								
Courses in	Cart								
Waitlisted (Courses								
Con Ed Co	ourses				1				

TEXT view – shows classes as a list. Use this view for INTA sections with no class times.

	Student Schedule
Student Schedule	
Options 🔺	Registered Courses
Text Grid	CEONLIN266/ConEd/01 - Introduction to Business Analysis Credits 0.00 Type NonCredit
Period	Schedule WedFri 1:00 AM - 1:01 AM; Keyano College Campu, , Room
2018/Winter V	Instructors TBA, To be announced
Courses in Cart Waitlisted Courses Con Ed Courses	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

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