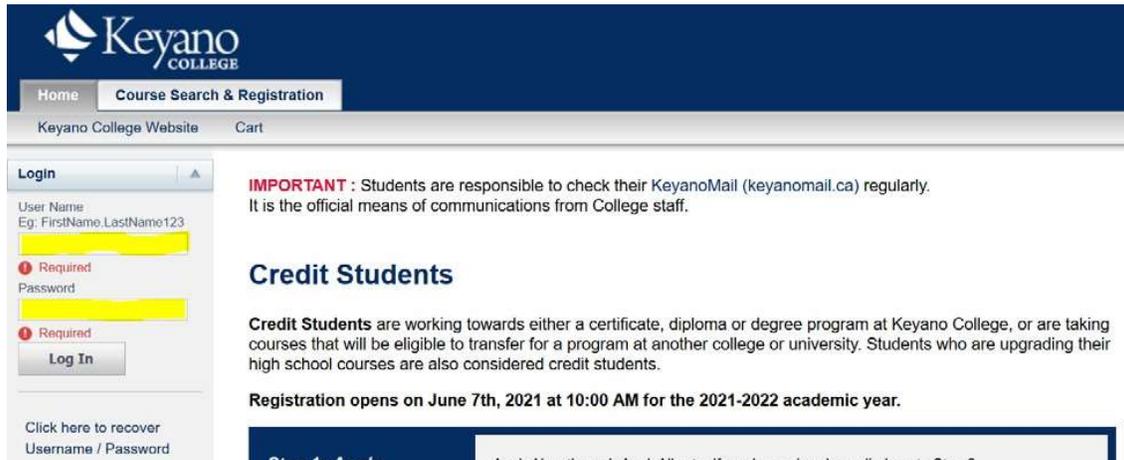


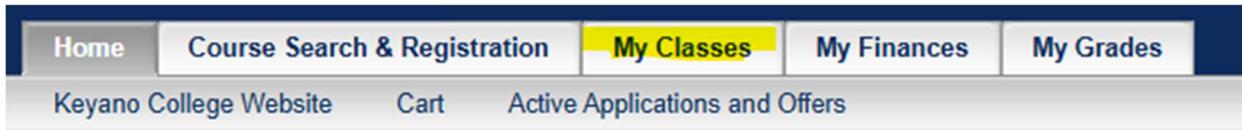
How to View Schedule

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

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.



3. Select **Schedule** on left column.



4. Select Student Schedule.



5. Choose term by selecting drop-down button under **Period** and then clicking on the **Submit** button.



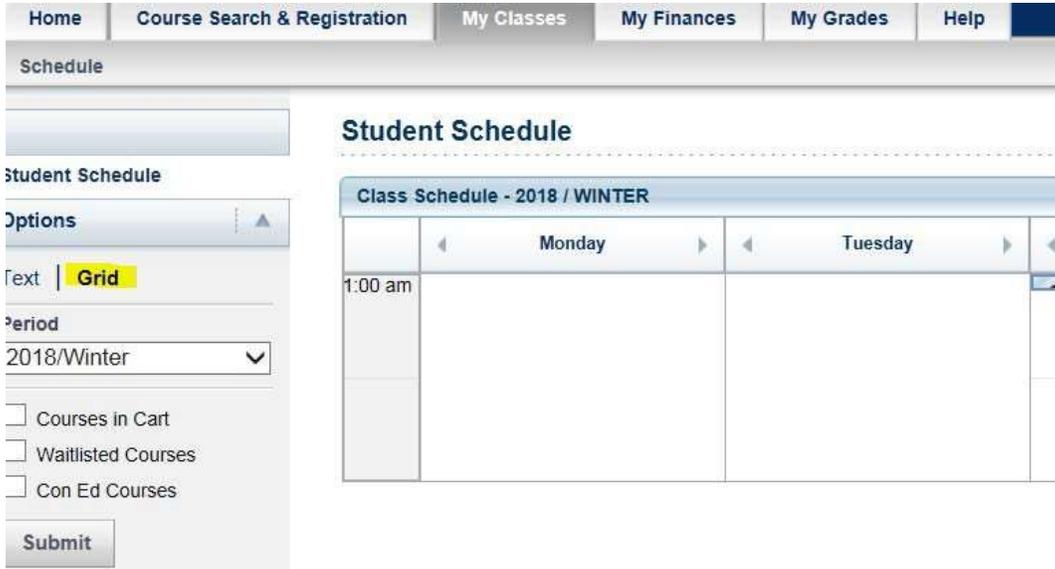
The default view will show only credit courses that you have completed registration for.

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.

How to View Schedule

6. Classes should now be visible:

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



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



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