ELT Cazenovia Courses

Directions for Students:

- Go to https://selfservice.cazenovia.edu/Student/InstantEnrollment to view available courses
- Choose Education under the **Topic Code** drop-down menu and click on the Search button
- **Select** the course(s) that you want to register for and **Add Sections** to your cart
- Choose the **Next button** at the top right of the screen once you have added the course(s) that you would like to register for to your cart
- Complete the Personal Identification information and select **Submit**
- Review your Course Summary and select **Register**
- Enter your payment information (you are NOT registered until you have paid for the course)
- You will receive an email confirmation of your registration
- If you are a new student, your username will be included in the confirmation email and you will receive a second email with a temporary password
- To access our online resources, go to https://www.cazenovia.edu/info-current-students
- For more information contact: elt@nysut.org
- For NYSUT ELT information, visit: https://elt.nysut.org/certification/career-and-tech-education
    - ELT website > Certification tab > Various Certification Titles tab > Career and Tech Education tab
- Please note: Students should contact their employer, certification office or NYSED for course recommendations and advising

For additional information or questions, email ContinuingEducation@cazenovia.edu or call 315-655-7222

Getting Started with Your NYSUT Course at Cazenovia College

After your payment has been processed, you will receive an email confirmation for your course registration. **Please allow up to two business days** for you course enrollment to be processed, and access to the online course(s) to be enabled.

USERNAME & PASSWORD: Your Cazenovia College username will be included in the confirmation email. You will receive a second email with a temporary password.

COURSE WEBSITE: All online courses are accessed through Cazenovia's Canvas learning management system (https://cazenovia.instructure.com/).

RETURNING STUDENTS: If it has been more than 180 days since you last took a course with us, please visit our Password Reset Program; http://passwordreset.cazenovia.edu/ to reset your password. If you have not registered with our password reset program, you will need to do so. You will need an alternative email or a cell phone number to register.

About Learning Technology at Cazenovia College

Canvas is our online learning system, you can access https://cazenovia.instructure.com/ using your Cazenovia email address and password.

Self Service is our web-based tool used by students for registration, viewing financial information, grades and much more. You can access https://selfservice.cazenovia.edu/Student using your username and password.

Outlook is where all email correspondence will be sent to your Cazenovia College email account. You can access your https://www.outlook.com/cazenovia.edu using your Cazenovia email address and password.

Do you need **Word**, **Excel**, or **PowerPoint** for your course? All students enrolled through Cazenovia College have an Office 365 account which provides access to these resources. You can download these products https://www.office.com/.

💡 Our Info For Students webpage (https://www.cazenovia.edu/info-current-students) has links to all of these resources and more. Consider bookmarking this webpage for quick access.