Self Service – Register Online

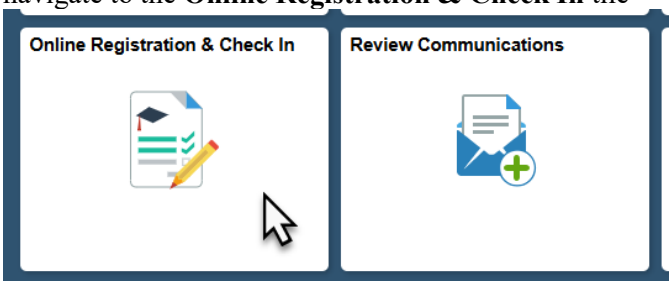
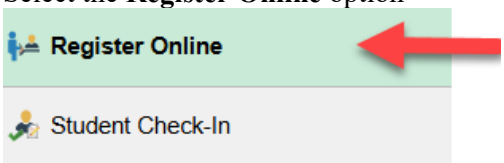
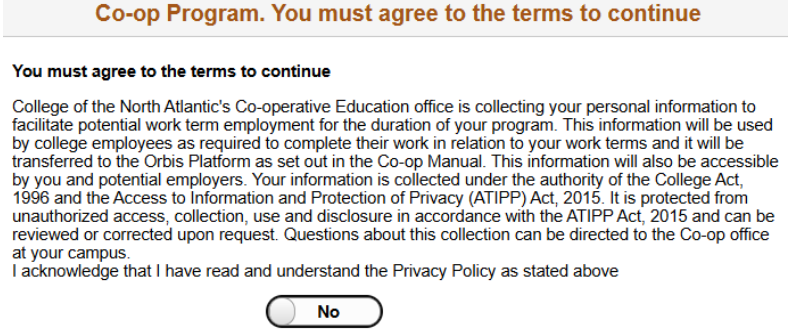
CNA has a mandatory online registration process available via Self Service.

NOTES:

If you are a returning student with an outstanding balance, then you will not be permitted to complete the Online Registration process.

For any issues with this process, please contact the help desk at: SSHelpReg@cna.nl.ca

The following steps outline the **Register Online** process:

Step 1	Log into **Self Service** **https://ps-web1.cna.nl.ca/psp/CSPROD/?cmd=login&languageCd=ENG&**; navigate to the **Online Registration & Check In** tile 
Step 2	Select the **Register Online** option 
Step 3	Annually students are required to **Confirm Contact Information**; which is used by CNA to send emergency related messages to ALL registered and active students via Student Messenger System - Click the **Confirm School Messenger Preferences** button to display the School Messenger Preferences page - Review/update and confirm the contact information and press **Save** - Click the Home button; access the **Online Registration & Check In** tile and select the Register Online option again
Step 4	**Co-op Waiver** - students enrolling in Co-op programs will be prompted to complete a waiver  - To proceed, select **"Yes"** to acknowledge and agree to the terms

Step 5	Validate/update the personal email address **As part of the Online Registration process, the College requires a valid personal email address to be stored on file. Your current personal email address on file is:** *****No personal email address on file***** **If this email address is correct, press the CONFIRM EMAIL ADDRESS button to continue with the Online Registration process. If this email address is not correct OR "***No personal email address on file***" is displayed, click the Update Personal Email Address link to enter the information.** CONFIRM EMAIL ADDRESS Update Personal Email Address - If the personal email address is listed and is correct, press the **Confirm Email Address** button to continue - If the personal email address is not listed or needs to be updated, click on the Update Personal Email Address link to do so and press **Save** - Click the CNA Online Reg & Check In button CNA Student Self Service in the top left-hand corner of the screen to return to the **Online Registration & Check In** page
Step 6	**Complete the Online Registration Process** - follow the steps on the screen **Online Registration** **Student Information** Student ID Name Term Spring 2026 Campus Ridge Road Campus Program Engineering Technology Academic Level 203 **Course Selection** ☑ FM 3200 Machine Design ☑ ME 2400 Mechatronics II - Automation ☑ FM 2340 Fluid Dynamics ** Please Note: Selecting the elective choice above will be used to determine course load only; it will not automatically enroll you in the elective required for your program.* ** Please Note: if you are a returning student and have received a student grade report indicating you are not in clear standing you will need to check with your program advisor for course choice options that may be available to you in addition to what is listed above.* **Estimated Term Fees (Note additional fees may be applicable)** Estimate Fees **NOTE:** the Online Registration page displayed will vary depending on the program being enrolled in. Some programs require course selections while others require an indication on the number of weeks being attended.
Step 7	**Confirmation Email:** Upon completing the Online Registration process, a confirmation email is sent to the personal email address on file