

- 0 The first step is to open [Cayuga Community College | SUNY](#) and click [Log into your MyCayuga account](#)



The screenshot shows the Cayuga Community College website. At the top, there is a navigation bar with links for MY CAYUGA, BRIGHTSPACE, E-MAIL, IT SERVICES, ALUMNI & GIVING, ATHLETICS, 1-866-598-8883, and CANCELLATIONS. The main banner features two female students smiling. Text on the banner includes "COMPLETE YOUR FREE APPLICATION TODAY", "Apply Now to Start Your Cayuga Experience", "Fall 2026 Applications Are Open", "HOW TO APPLY AT CAYUGA", "RSVP TO ATTEND", "Attend an Upcoming Spring Open House", and "SELECT YOUR 2026 COURSES", "Register for Fall 2026". Below the banner, there is a navigation menu with links for Home, Academics, Admissions, Financial Aid, Students, Academic Support, Library, and Community & Corporate. A large call-to-action section in the center of the page features the text "SMALL CLASSES. GREAT PROFESSORS. EXACTLY WHERE I WANT TO BE." Below this, there is a search bar with the placeholder "Search Website" and a "SEARCH CAYUGA" button. A "Talk to us!" button is located in the bottom right corner.



Click [here](#)

MY CAYUGA BRIGHTSPACE E-MAIL IT SERVICES ALUMNI & GIVING ATHLETICS 1-866-598-8883 ▲ CANCELLATIONS

**CAYUGA**  
COMMUNITY COLLEGE

Home Academics Admissions Financial Aid Students Academic Support Library Community & Corporate

## myCAYUGA

### MYCAYUGA RESOURCES

Cayuga Community College is in the process of upgrading our myCayuga portal.

Cayuga is upgrading our myCayuga portal from Banner 8 to Banner 9. Over the next few weeks, you may notice changes or occasional issues as we complete the migration. Thank you for your patience as we work to improve your experience.

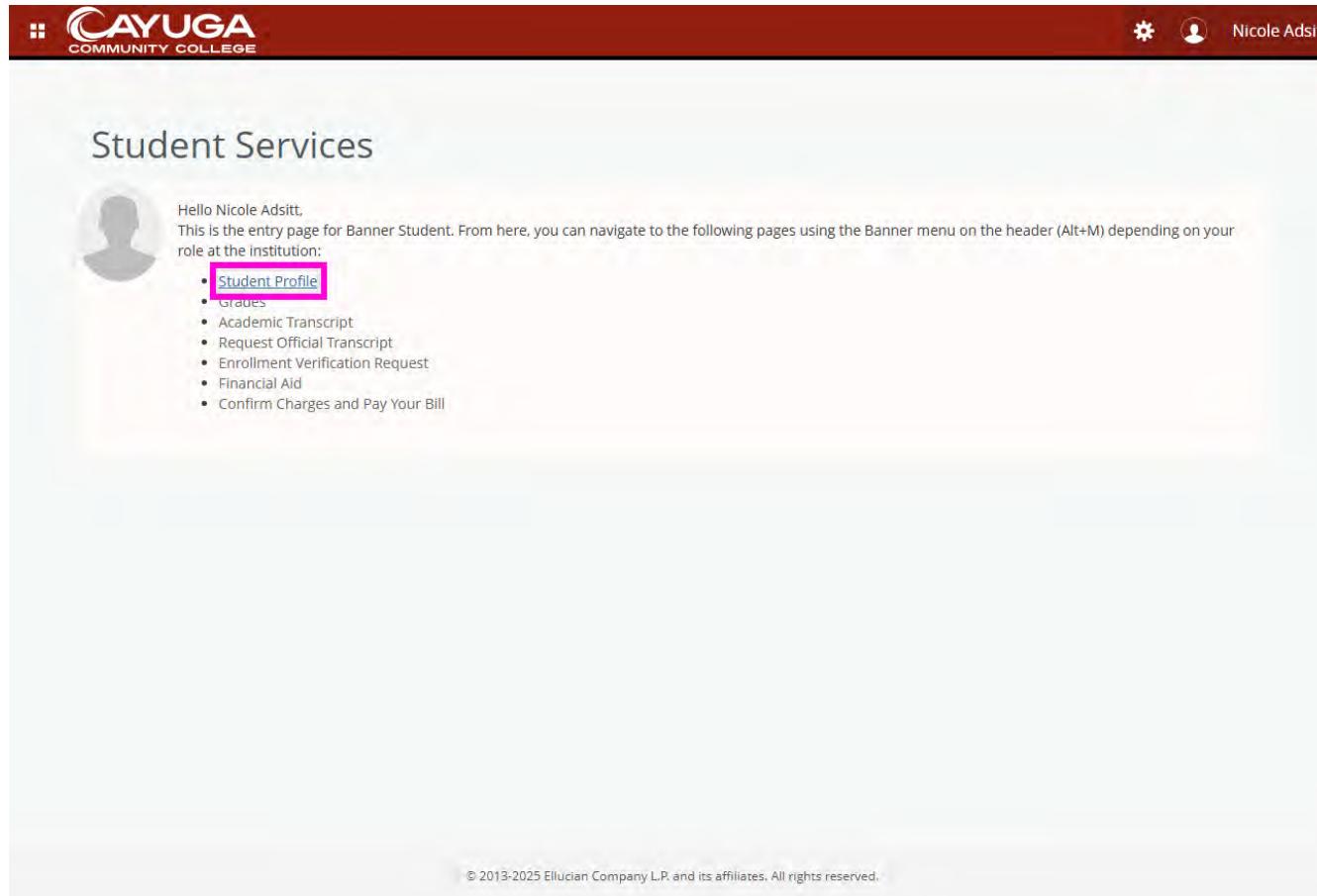
**STUDENT DASHBOARD**  
Access your academic, financial, and personal information in one convenient place.

**FACULTY DASHBOARD**

**EMPLOYEE DASHBOARD**

EMPLOYEE FINANCE

## ① Click Student Profile



Student Services

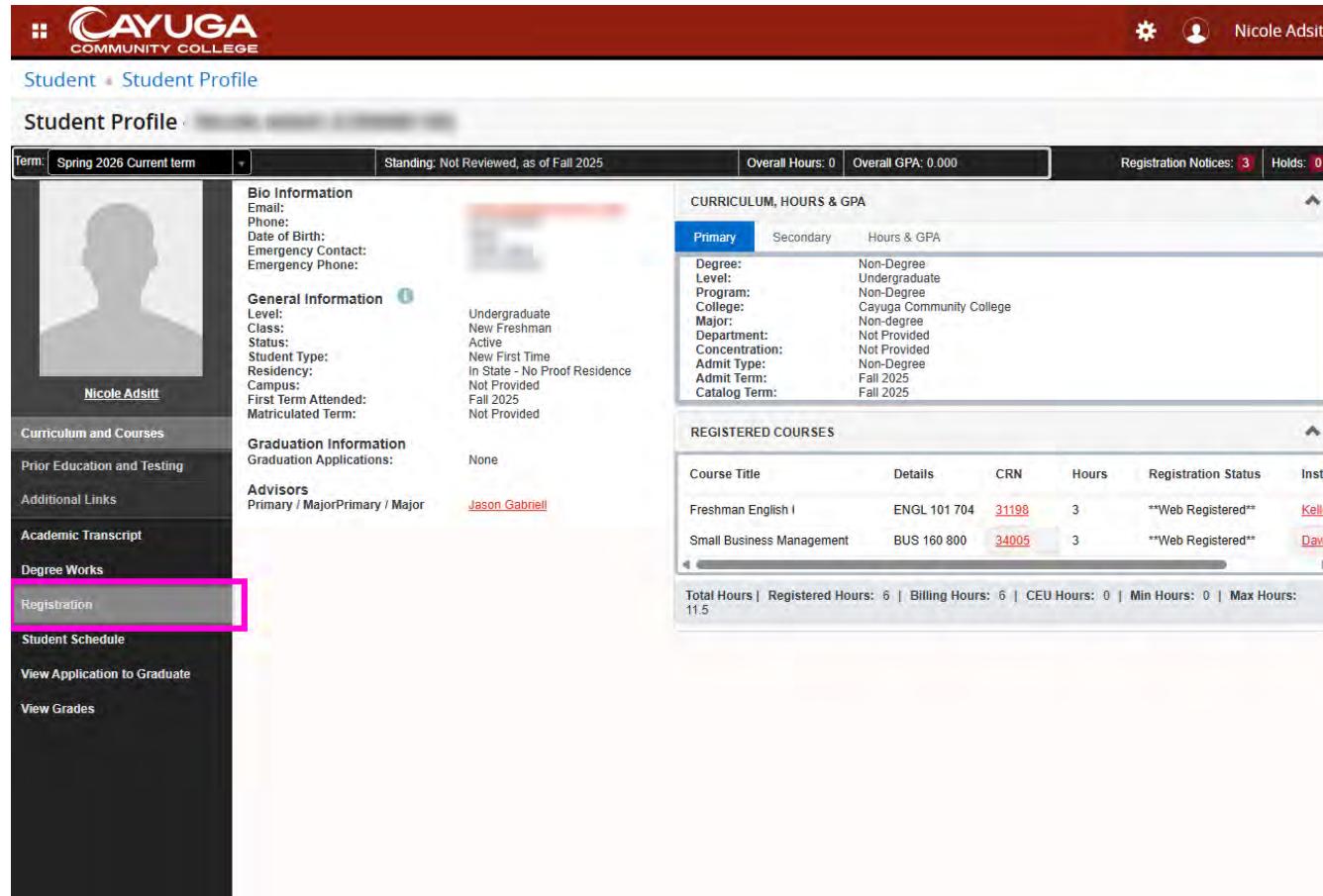
Hello Nicole Adsitt.

This is the entry page for Banner Student. From here, you can navigate to the following pages using the Banner menu on the header (Alt+M) depending on your role at the institution:

- [Student Profile](#)
- [Grades](#)
- [Academic Transcript](#)
- [Request Official Transcript](#)
- [Enrollment Verification Request](#)
- [Financial Aid](#)
- [Confirm Charges and Pay Your Bill](#)

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## Click Registration



The screenshot shows the Cayuga Community College Student Profile page. The navigation bar at the top includes the college logo, a gear icon, a user icon, and the name "Nicole Adsitt". The main content area is titled "Student Profile" and displays various student information sections. A pink box highlights the "Registration" link in the left sidebar. The "CURRICULUM, HOURS & GPA" and "REGISTERED COURSES" sections are also visible.

**Bio Information**

- Email: [redacted]
- Phone: [redacted]
- Date of Birth: [redacted]
- Emergency Contact: [redacted]
- Emergency Phone: [redacted]

**General Information**

- Level: Undergraduate
- Class: New Freshman
- Status: Active
- Student Type: New First Time
- Residency: In State - No Proof Residence
- Campus: Not Provided
- First Term Attended: Fall 2025
- Matriculated Term: Not Provided

**CURRICULUM, HOURS & GPA**

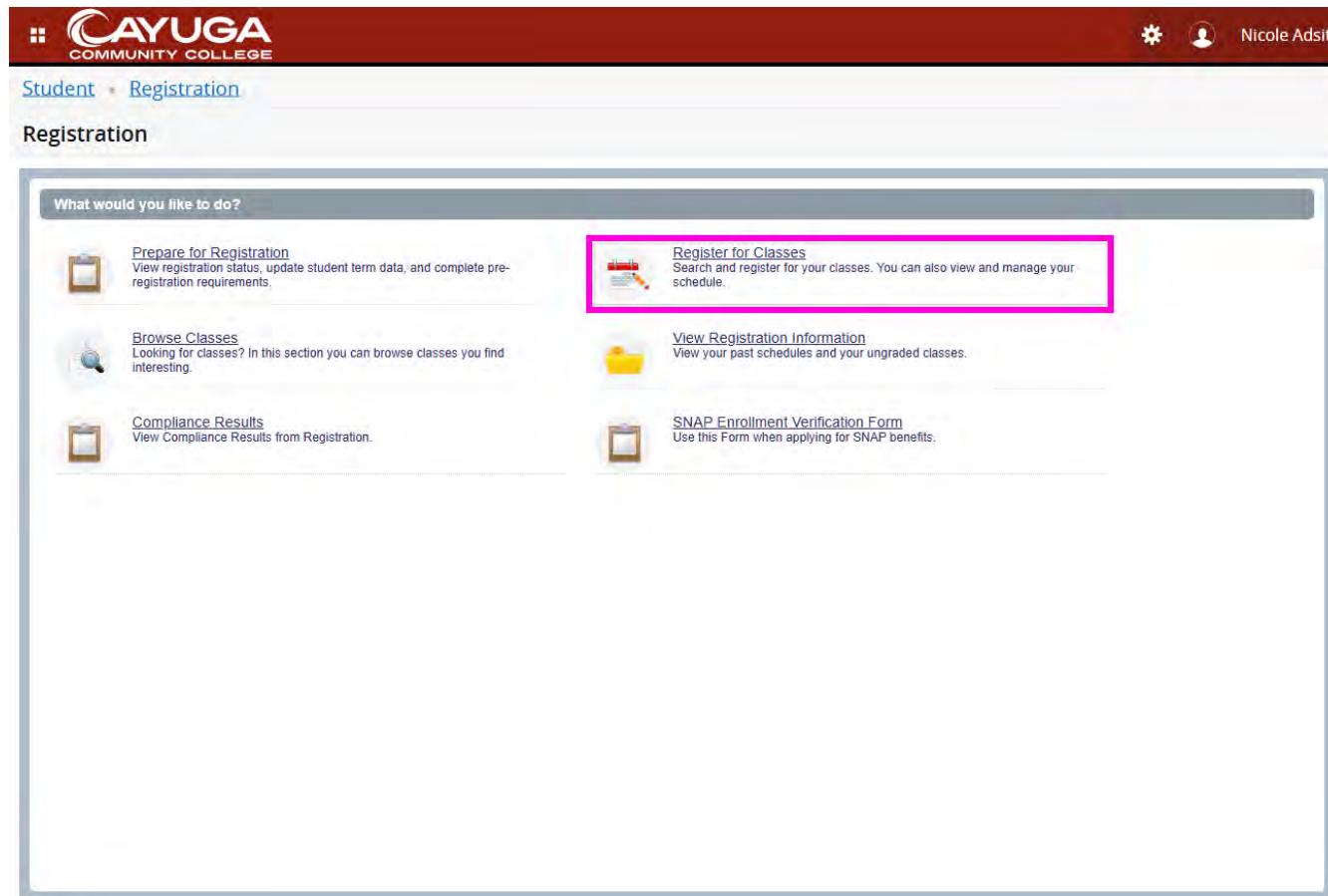
Primary	Secondary	Hours & GPA
Degree: Non-Degree		
Level: Undergraduate		
Program: Non-Degree		
College: Cayuga Community College		
Major: Non-degree		
Department: Not Provided		
Concentration: Not Provided		
Admit Type: Non-Degree		
Admit Term: Fall 2025		
Catalog Term: Fall 2025		

**REGISTERED COURSES**

Course Title	Details	CRN	Hours	Registration Status	Instru
Freshman English I	ENGL 101 704	31198	3	**Web Registered**	Kelley
Small Business Management	BUS 160 800	34005	3	**Web Registered**	Dawn

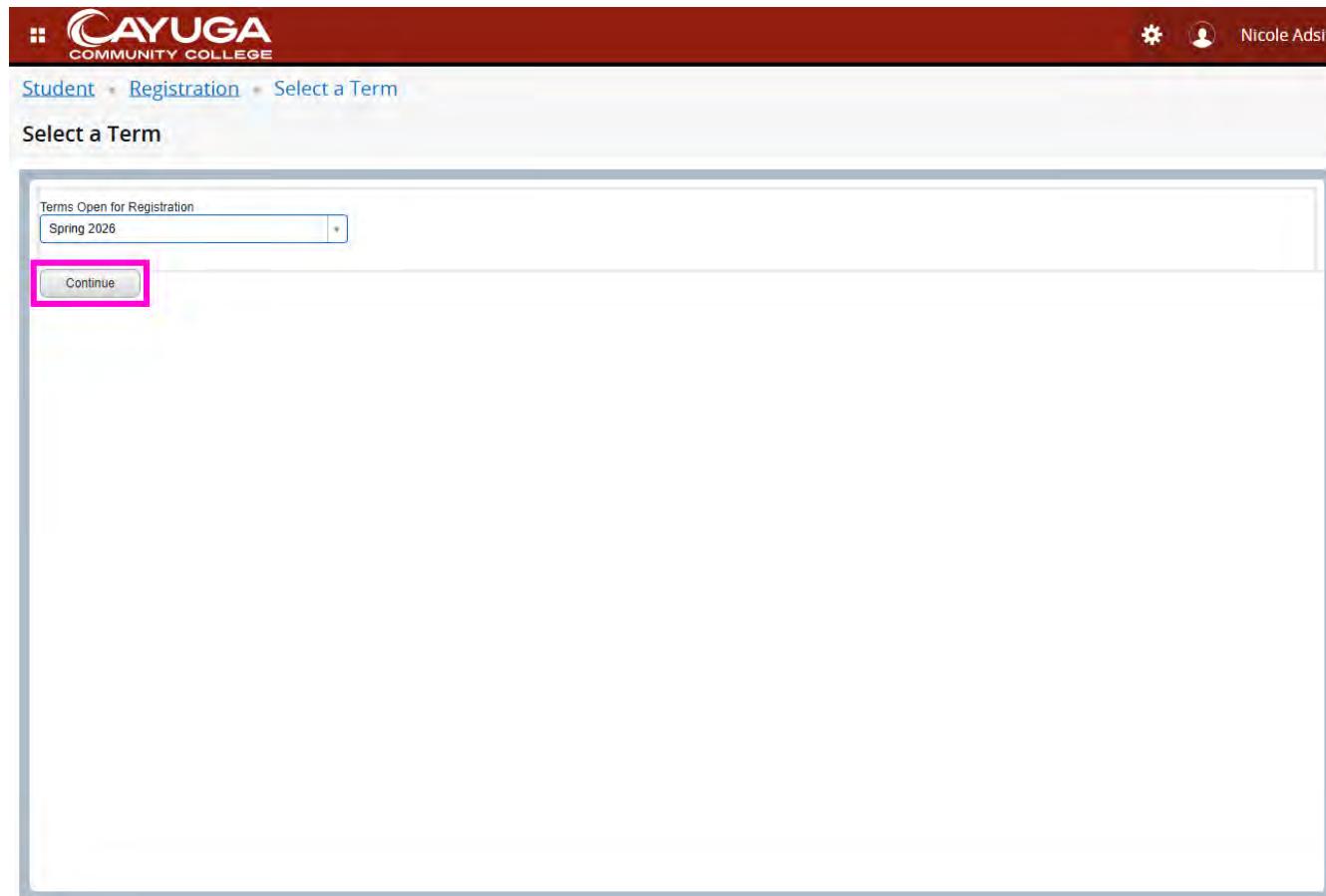
Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 11.5

- Open [my.cayuga-cc](http://my.cayuga-cc) and click **Register for Classes**

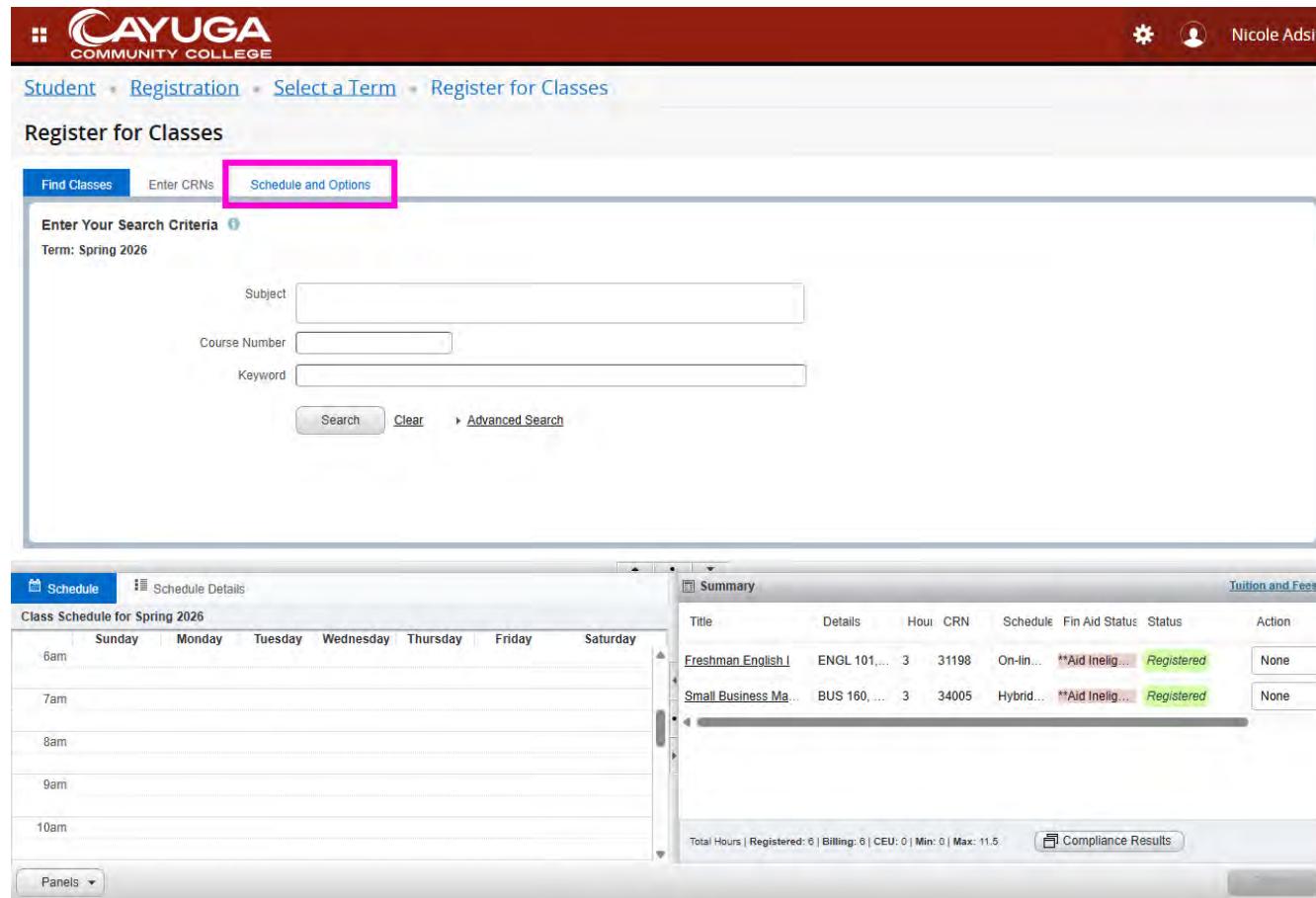


The screenshot shows the Cayuga Community College registration page. At the top, there is a navigation bar with the college logo, a gear icon, a user profile icon, and the name "Nicole Adsitt". Below the navigation bar, the page title is "Student • Registration" and the sub-section is "Registration". A large central box is titled "What would you like to do?". Inside this box, there are five options: "Prepare for Registration", "Register for Classes", "Browse Classes", "View Registration Information", and "Compliance Results". The "Register for Classes" option is highlighted with a thick pink border. The "Register for Classes" description reads: "Search and register for your classes. You can also view and manage your schedule." Below the highlighted option, the other four options are listed with their descriptions: "Browse Classes" (description: "Looking for classes? In this section you can browse classes you find interesting."), "View Registration Information" (description: "View your past schedules and your ungraded classes."), "Compliance Results" (description: "View Compliance Results from Registration."), and "SNAP Enrollment Verification Form" (description: "Use this Form when applying for SNAP benefits.").

- 1 Click Continue



## ① Click Schedule and Options



The screenshot shows the 'Register for Classes' page of the MyCayuga system. At the top, there is a navigation bar with the Cayuga Community College logo and a user profile for 'Nicole Adsitt'. Below the navigation bar, the page title is 'Register for Classes'. There are three tabs at the top: 'Find Classes', 'Enter CRNs', and 'Schedule and Options', with 'Schedule and Options' highlighted with a pink box. Below the tabs, there is a search form titled 'Enter Your Search Criteria' with fields for 'Subject', 'Course Number', and 'Keyword', and buttons for 'Search' and 'Clear'. The main content area is divided into two sections: 'Schedule' and 'Summary'. The 'Schedule' section shows a grid for 'Class Schedule for Spring 2026' with columns for days of the week (Sunday through Saturday) and hours (6am, 7am, 8am, 9am, 10am). The 'Summary' section shows a table of registered classes with columns for 'Title', 'Details', 'Hours', 'CRN', 'Schedule', 'Fin Aid Status', 'Status', and 'Action'. Two classes are listed: 'Freshman English' and 'Small Business Ma...', both marked as 'Registered' with 'None' in the 'Action' column. At the bottom of the page, there are links for 'Tuition and Fees', 'Compliance Results', and a 'Panels' dropdown menu.

Title	Details	Hours	CRN	Schedule	Fin Aid Status	Status	Action
Freshman English	ENGL 101,...	3	31198	On-lin...	**Aid Inelig...	Registered	None
Small Business Ma...	BUS 160, ...	3	34005	Hybrid...	**Aid Inelig...	Registered	None



You can view schedule details here

The screenshot shows the MyCayuga registration interface. At the top, the Cayuga Community College logo is visible, along with a user profile for Nicole Adsitt. The navigation path is: Student > Registration > Select a Term > Register for Classes. The main title is "Register for Classes". Below this, there are three tabs: "Find Classes", "Enter CRNs", and "Schedule and Options", with "Schedule and Options" being the active tab. The "Summary" section displays a table of registered classes. The table columns include Title, Details, Hours, CRN, Schedule Type, Grade Mode, Level, Study Path, Date, Status, and Message. Two classes are listed: "Freshman English I" and "Small Business Management". The status for both is "Registered". Below the table, a message indicates "Records: 2". At the bottom of the summary section, a summary of total hours and registration details is provided: "Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 11.5". The "Schedule" section is the second tab, showing a weekly class schedule for Spring 2026. The schedule table has days of the week as columns (Sunday through Saturday) and time slots (6am, 7am, 8am, 9am, 10am) as rows. The entire "Schedule" section is highlighted with a pink border. At the bottom of the schedule section, there are "Panels" and "Submit" buttons.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Freshman English I	ENGL 101, 704	3	31198	On-line Stud...	Standard Letter	Undergraduate	None	02/02/2026	Registered	**Web Regi...
Small Business Management	BUS 160, 800	3	34005	Hybrid (Asy...	Standard Letter	Undergraduate	None	02/02/2026	Registered	**Web Regi...

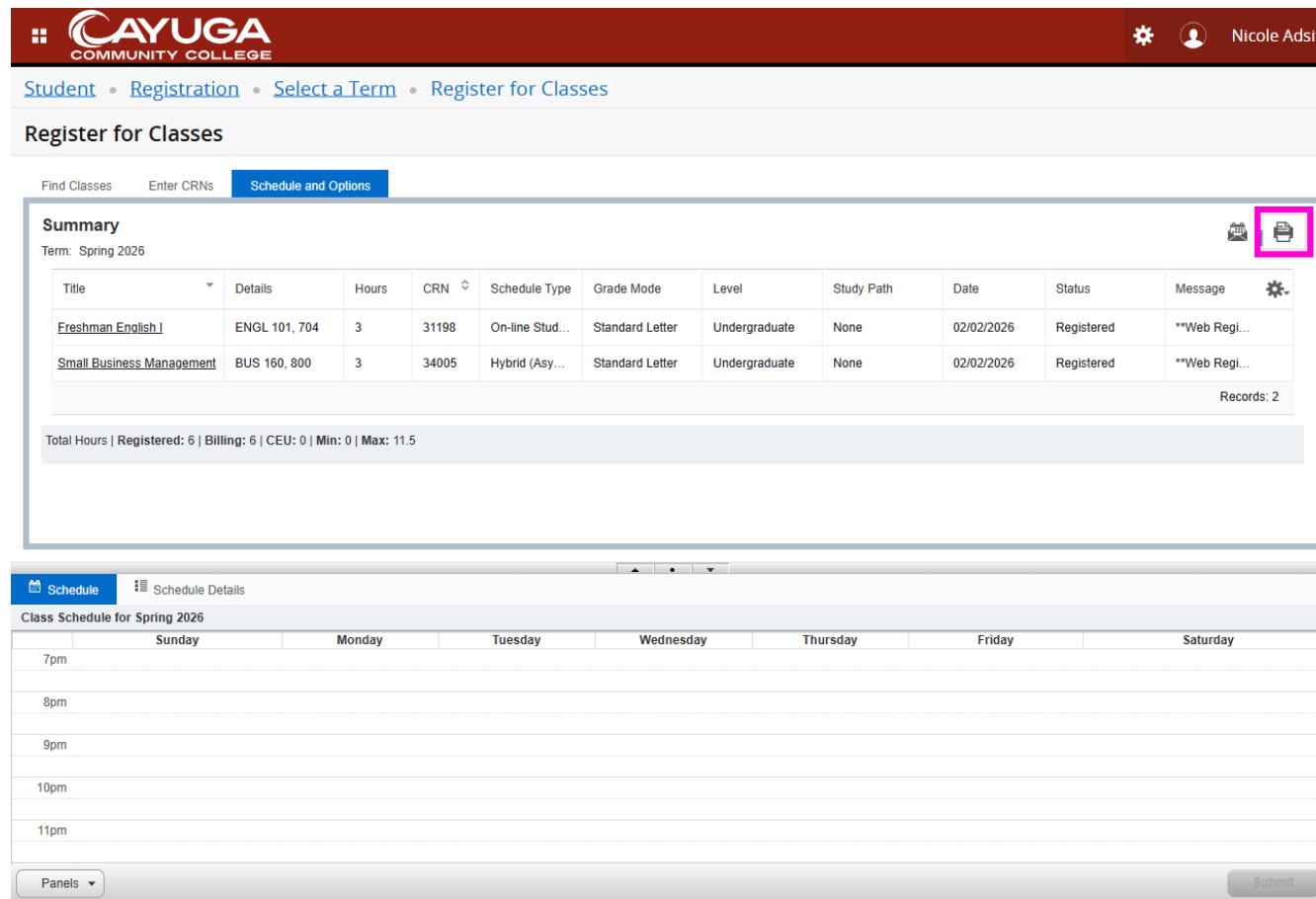


Drop

The screenshot shows the MyCayuga registration interface. At the top, the Cayuga Community College logo and a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Register for Classes' are visible. The user 'Nicole Adsitt' is logged in. The main page is titled 'Register for Classes' and contains two tabs: 'Find Classes' and 'Enter CRNs' (which is selected), and 'Schedule and Options'. A 'Summary' section displays a table of registered classes for 'Spring 2026'. The table includes columns for Title, Details, Hours, CRN, Schedule Type, Grade Mode, Level, Study Path, Date, Status, and Message. Two classes are listed: 'Freshman English I' and 'Small Business Management'. Below the table, a message indicates 'Records: 2'. At the bottom of the summary section, a summary of total hours and registration details is provided: 'Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 11.5'. The bottom half of the screenshot shows a 'Schedule' tab with a 'Class Schedule for Spring 2026'. The schedule grid shows days from Sunday to Saturday, with time slots from 6am to 10am. The Saturday slot is highlighted with a pink box. A 'Panels' button and a 'Submit' button are at the bottom of the grid.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Freshman English I	ENGL 101, 704	3	31198	On-line Stud...	Standard Letter	Undergraduate	None	02/02/2026	Registered	**Web Regi...
Small Business Management	BUS 160, 800	3	34005	Hybrid (Asy...	Standard Letter	Undergraduate	None	02/02/2026	Registered	**Web Regi...

- 1 Click **Print Schedule** to print or save a copy of your schedule

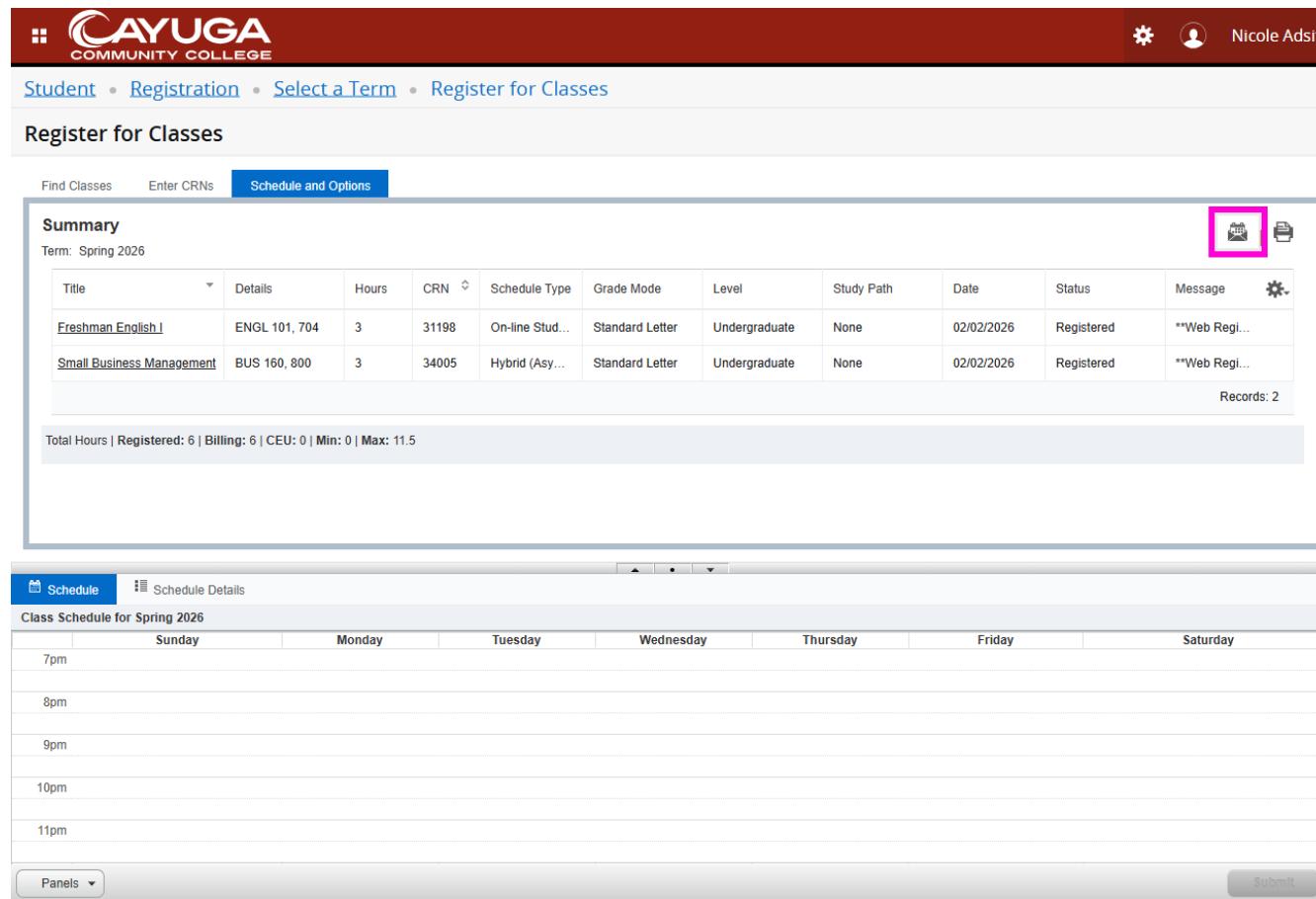


The screenshot shows the MyCayuga registration interface. At the top, the Cayuga Community College logo is displayed, along with a user profile for Nicole Adsitt. The navigation path is: Student > Registration > Select a Term > Register for Classes. The main section is titled "Register for Classes" and contains three tabs: "Find Classes", "Enter CRNs", and "Schedule and Options" (which is currently selected).  
  
The "Schedule and Options" tab displays a "Summary" table for the Spring 2026 term. The table includes columns for Title, Details, Hours, CRN, Schedule Type, Grade Mode, Level, Study Path, Date, Status, and Message. Two classes are listed:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Freshman English I	ENGL 101, 704	3	31198	On-line Stud...	Standard Letter	Undergraduate	None	02/02/2026	Registered	**Web Regi...
Small Business Management	BUS 160, 800	3	34005	Hybrid (Asy...	Standard Letter	Undergraduate	None	02/02/2026	Registered	**Web Regi...

Below the table, a summary line states: "Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 11.5".  
  
The bottom section shows a "Class Schedule for Spring 2026" table with columns for the days of the week (Sunday through Saturday) and time slots (7pm, 8pm, 9pm, 10pm, 11pm). The "Schedule" tab is selected, and the "Panels" and "Submit" buttons are visible at the bottom.

- ① Click **Send Schedule via E-mail** to import your schedule into your calendar



The screenshot shows the MyCayuga student portal. The top navigation bar includes the Cayuga Community College logo, a gear icon, a user profile icon, and the name "Nicole Adsitt". Below the navigation, the breadcrumb trail shows "Student" → "Registration" → "Select a Term" → "Register for Classes". The main content area is titled "Register for Classes". There are three tabs at the top: "Find Classes", "Enter CRNs", and "Schedule and Options", with "Schedule and Options" being the active tab. The "Schedule and Options" section has a "Summary" header and a table showing two registered classes: "Freshman English I" and "Small Business Management". The table includes columns for Title, Details, Hours, CRN, Schedule Type, Grade Mode, Level, Study Path, Date, Status, and Message. A "Records: 2" link is at the bottom of the table. Below the table, a summary line states "Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 11.5". The bottom section of the screenshot shows a "Schedule" panel with a "Schedule Details" tab selected. It displays a weekly class schedule for "Spring 2026" from Sunday to Saturday, with time slots from 7pm to 11pm. The "Panels" and "Submit" buttons are at the bottom of this panel.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Freshman English I	ENGL 101, 704	3	31198	On-line Stud...	Standard Letter	Undergraduate	None	02/02/2026	Registered	**Web Regi...
Small Business Management	BUS 160, 800	3	34005	Hybrid (Asy...	Standard Letter	Undergraduate	None	02/02/2026	Registered	**Web Regi...

 1 That's it. You're done.

Tutorial completed.

Congratulations on finishing this tutorial.



Scan to go to the interactive player