

How to Schedule Appointment with Counselors

1. Go to <https://my.csn.edu/>
2. Click on the "**Current Students with NSHE ID**" button on the bottom.
3. Enter an email address where you would like to receive the verification code.
4. Check your email for the verification code.
5. Input your code and click "Verify Code".
6. You will be directed to the Multi-Factor Authentication (MFA) page to enter your phone number. Input your phone number starting with country code (example: +1 if USA) then click "Send Code".
7. Check your cell phone for a text message that says, "Use verification code xxxxx for CSN authentication."
8. Enter this code in the provided field.
9. After entering the verification code, click "Verify Code." You will then be automatically redirected to the CSN portal page.
10. Click **Scheduled Appointments** on the left (below the profile), then click "**+Schedule an Appointment**" button in the top right corner.
11. Use the drop-down menu to **make your CHOICES**. Ensure to type your CORRECT NSHE ID number. Then, click FIND AVAILABLE TIMES.

An email confirmation will be sent after an appointment is scheduled successfully.

If you have any challenges logging into the portal, please contact the CSN Help Desk at help.desk@csn.edu or call 702-651-4357 for assistance.