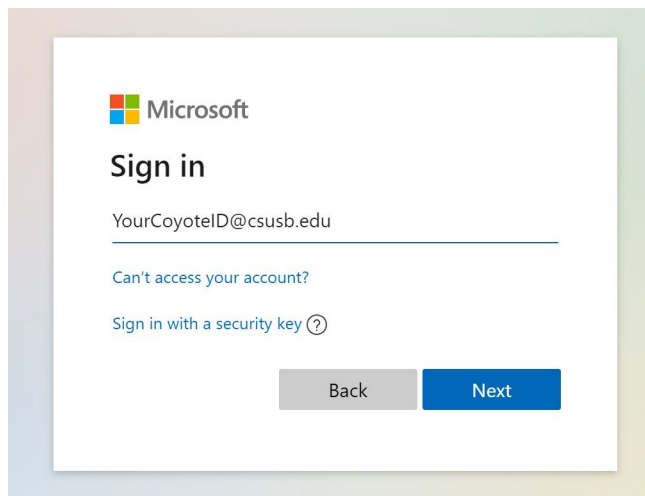


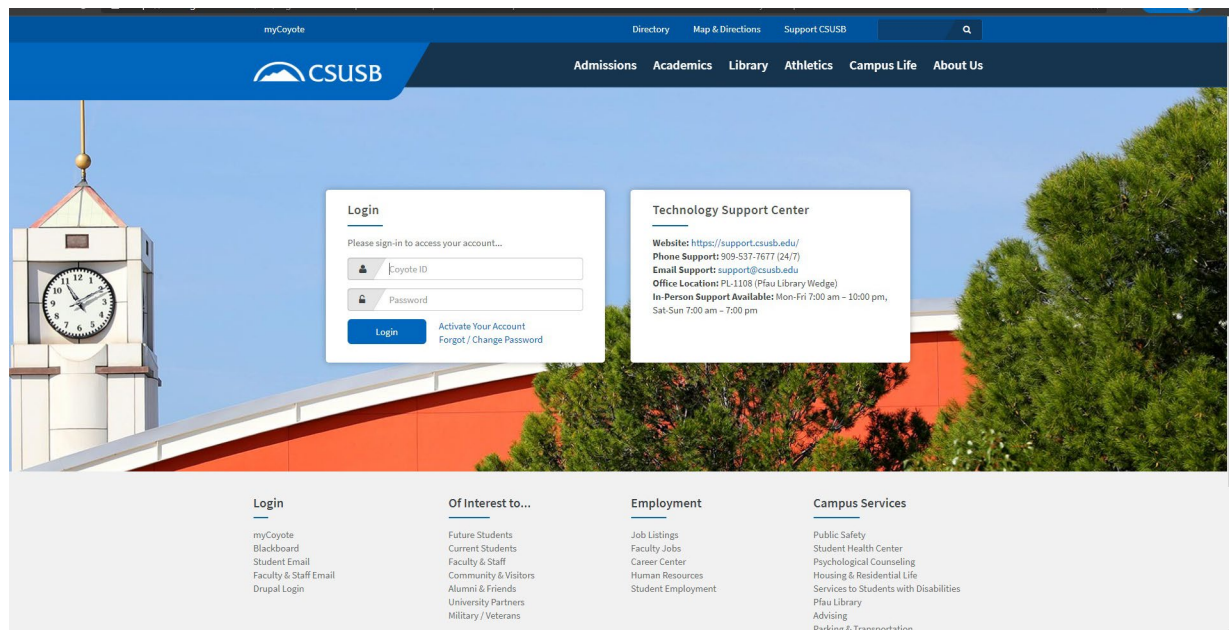
Login Instructions – Certificate Programs

IMPORTANT NOTE: To access the online Application for Certificate Programs request page, you will need to login to your myCoyote account through Microsoft's Office 365 website.

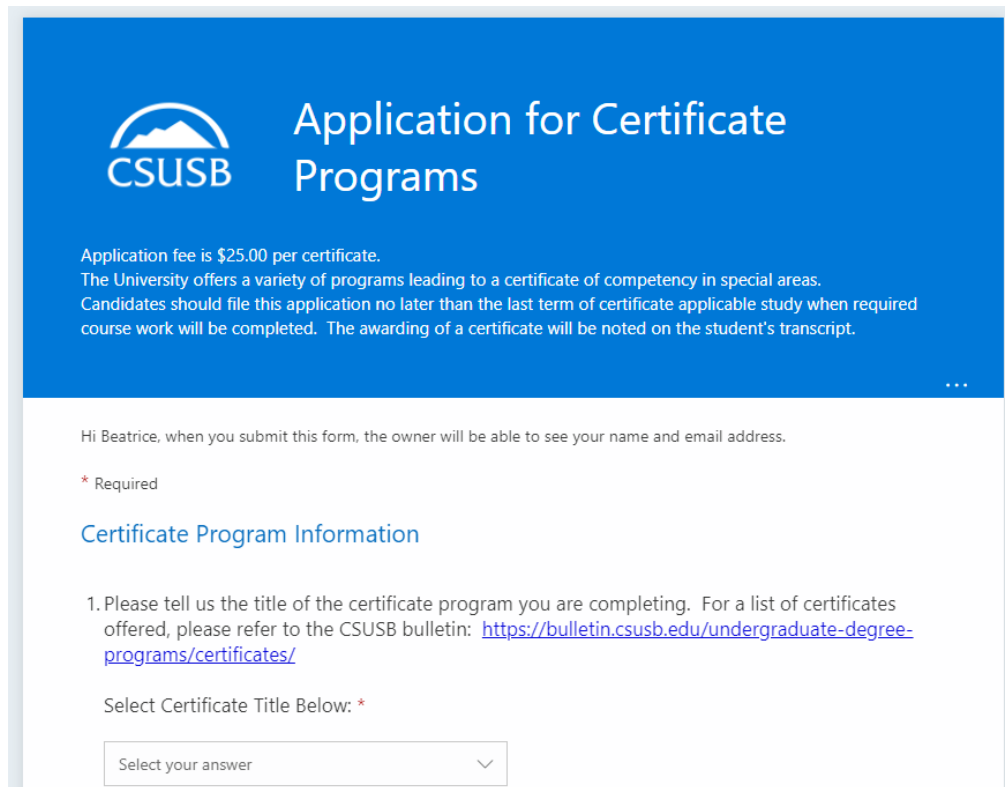
1. Click on "Application for Certificate Programs" to start the login process.
2. You will need to log in using this credential: CoyoteID@csusb.edu (Please note, it is **NOT** CoyoteID@coyote.csusb.edu). Please click Next.



3. You will be direct to the campus coyote login. Please enter your ID and password as you do to reach your myCoyote Student Center (coyoteID@coyote.csusb.edu).



4. After you successfully login, you will be redirect to the request page.



The screenshot shows a web page with a blue header. On the left is the CSUSB logo, which consists of a white mountain range under a white arc, with the text 'CSUSB' below it. To the right of the logo is the title 'Application for Certificate Programs' in white text. Below the header, there is a white section with the following text: 'Application fee is \$25.00 per certificate. The University offers a variety of programs leading to a certificate of competency in special areas. Candidates should file this application no later than the last term of certificate applicable study when required course work will be completed. The awarding of a certificate will be noted on the student's transcript.' Below this is a message: 'Hi Beatrice, when you submit this form, the owner will be able to see your name and email address.' This is followed by a red asterisk and the word 'Required'. The section is titled 'Certificate Program Information' in blue. Below this is a numbered list item: '1. Please tell us the title of the certificate program you are completing. For a list of certificates offered, please refer to the CSUSB bulletin: <https://bulletin.csusb.edu/undergraduate-degree-programs/certificates/>'. Below the list item is the text 'Select Certificate Title Below: *' and a dropdown menu with the placeholder text 'Select your answer' and a downward arrow.

5. If you have any questions, please contact us at 909-537-5219 or at ksmith@csusb.edu.