Instructions for Online CMG Classes

Several of your classes will be online through CSU Online’s Learning Management System, known as Canvas. Please follow these instructions to register for the online portion of your CMG/CGC training.

1. **After receiving the email link from your county coordinator or extension agent**, click on the link and it will take you to the CSU Online website page.

2. On the course webpage, select the blue **“Add to My Courses”** button.

3. The course selection will be listed in the shopping cart. Click the blue **“Begin Registration”** button to continue.
4. If you are a new customer, you will be prompted to create an account with CSU Online. If you have registered through CSU Online previously, you will have an existing account with CSU Online, so you will not need to create a new account. Instead, please enter your email address and password to login to your account. If you cannot remember your password, please select the option to reset your password.

5. Enter your name, primary phone number, and mailing address.

6. Review your registration selection and select “Submit Registration.”

7. Your registration has been completed, and you will be issued a registration confirmation number.

8. Within 30 minutes of your registration, you will receive an email confirmation from CSU Online entitled, “Your CSU Online Course is Ready.” This confirmation will provide you with your credentials to login to Canvas, the CSU Online Learning Management System, from which you will participate in the course (check your junk email folder if you don’t see the email in your inbox). Please save your login and password.

Once Registered, login at: https://colostate.instructure.com/login/canvas