

Check-out the NM EDGE self-service Student Records & Enrollment Site where you can become a student, print transcripts and enroll for upcoming classes

The NM EDGE self-service Student Records & Enrollment Site offers the ability to print your own invoice and the ability to look at or print your class history. We recommend you access the Student Record and Enrollment Site through our **website** (at <http://nmedge.nmsu.edu>) until you become accustomed to the system.

If you want to go directly to the Student Record and Enrollment Site go to <http://reg.nmedge.nmsu.edu>

Here are some tips for brand new users:

Update your browser

First, if you find that the window does not display correctly on your computer screen, or the system doesn't properly respond to you, you may be using an older version of Internet Explorer, Safari, Firefox or another web browser. You can download current versions from the welcome page of the registration site or ask your IT professional to do so. **Please be sure to check with your IT administrator to make sure updating your browser will not cause a problem**

Look for your activation email

Once you are enrolled in the program, you will receive an email issuing you a student ID number and instructions on activating your account. The email will come from noreply@cc.nmsu.edu

If you cannot find it, look in your junk mail box. If you still cannot find it, contact NM EDGE staff at 505 424 0744 or 575 646 5424 to assist you.

Please do not create and activate multiple accounts as this can cause problems with the accuracy of your transcript later, call us instead.

You will be issued a password by the system. It will be a series of gobbledygook characters. Copy and paste this password to log-in, and immediately change your password to something more memorable.

The system only allows one account per email address

The system cannot allow multiple students to use the same email address. Each student needs a unique email address as part of the security of the system.

Security Prevents NM EDGE from Sending Information to Third Parties

For security reasons NM EDGE will never share your information with third parties and does not recommend that students share their password with others. If you want a third party to activate an account for you, it is up to you to forward the email that was sent to you to that person. If you have activated your account, but expect a third party to enroll you in classes, you must send your student number and password to that third party. Again, NM

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Procedures to Enroll in Classes

When you have an activated account, log-in at: <http://reg.nmedge.nmsu.edu>

After logging in, click *Register* on the left of the page. You will come to a Student Self-Service class enrollment page.

- Scroll through to **find the event** in which you wish to enroll
- Click the **add class button** to get to the class selection page
- Select classes. (Notice that when you select a class a *remove* button appears to give you the option of de-selecting that class). The system can be slow, so please give it time to process so you don't lose any classes
- After selecting classes, click **Save registration**

Payment

You will see a page that will offer you the opportunity to buy the class coupons to cover the cost of your classes. If you want to buy them on your individual account or credit card or print out an individual invoice click *yes*. If you want to pay with a group account from your department, employer, affiliate, etc. click *no*.

If you clicked *yes*, you will go to a Purchasing and Invoicing page that shows how many coupons you must buy after registration.

Click *Continue*

Click the number of class units (coupons) you need.

Print out your invoice or complete on-line credit card purchase.

See attached sheet for more detailed invoicing instructions.

If there are problems, your employer may have a firewall preventing completion of transactions.

Need Help?

Contact NM EDGE at nmedge@nmsu.edu or call 505 424 0744 or 575 646 5424