



NM EDGE self-service Student Records & Enrollment Site

The NM EDGE self-service Student Records & Enrollment Site offers the ability to print your invoice and to print your class history.

You can access the Student Record and Enrollment Site at: <http://reg.nmedge.nmsu.edu>.

Here are some tips for new users:

Update your browser

First, if you find that the window does not display correctly on your computer screen, or the system does not properly respond to you, you may be using an older version of Internet Explorer, Safari, Firefox or other 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 mailbox. If you still cannot find it, contact **NM EDGE** staff at **(505) 224-4059** or **(505) 224-4057** 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

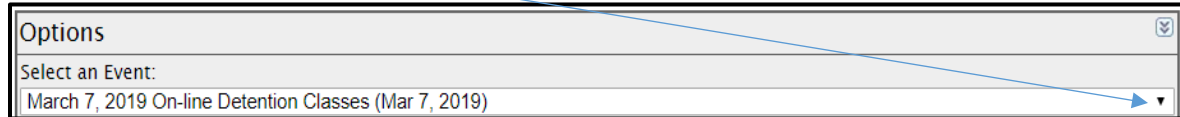
For security reasons, **NM EDGE** will never share your information with third parties and does not recommend that students share their password with others. If you want a third party to activate an account for you, it is up to you to forward the email that was sent to you to that person. If you have 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 EDGE** will never share your information with third parties and does not recommend that students share their password with others.

Procedures to Enroll in Classes

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

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

- Click on the **DROP-DOWN** arrow to see the Selection of Events available for registration.

A screenshot of a web form element. It features a title bar labeled "Options" with a close button on the right. Below the title bar is a text input field with the placeholder text "Select an Event:". The field contains the text "March 7, 2019 On-line Detention Classes (Mar 7, 2019)". A blue arrow points from the text above to a small downward-pointing arrow (dropdown arrow) on the right side of the text field.

- Scroll through to **find the event** in which you wish to enroll.
- Click the **SELECT an Event button** to get to the class selection.
- 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 do not lose any classes.
- After selecting classes, click **Submit 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.

There are 3 options:

- ❖ Continue and Pay Later (an invoice will **NOT** be created with this option)
- ❖ Pay with a Credit Card (If using a credit card to pay for classes, a 2.75% transaction fee will be added to the total purchase amount.)
- ❖ Pay with Check or Purchase Order (an invoice will be created at this point)

If you have any questions regarding your invoice, please contact Chantel Barton at lydherre@nmsu.edu

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) 224-4059 or (505) 224-4057.