



## NM EDGE Self-Service Student Records & Enrollment Site

The NM EDGE self-service Student Records & Enrollment Site offers the ability to create a new user account, enroll in classes, create an invoice, pay for classes, and print your class history.

### **Creating a New Student Account**

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

#### **Click on the New Student Enrollment Link**

Click on the New Student Enrollment link and complete the required information.

#### **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](mailto: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) 224-4058 or (505) 224-4061 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**

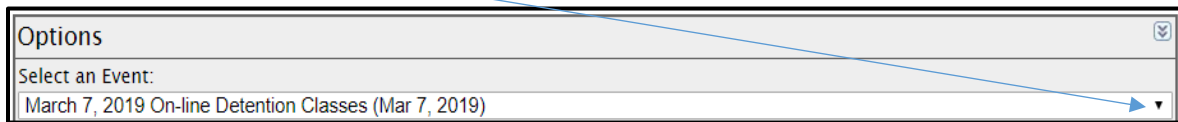
For security reasons, **NM EDGE** will never share your information with third parties and does not recommend that students share their password with others. If you want a third party to activate an account for you, it is up to you to forward the email that was sent to you to that person. If you have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

## Enrolling 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.



The image shows a screenshot of a web application's dropdown menu. The menu is titled "Options" and has a small icon in the top right corner. Below the title, it says "Select an Event:". The selected item is "March 7, 2019 On-line Detention Classes (Mar 7, 2019)". A blue arrow points from the text "Click on the DROP DOWN arrow" to the dropdown arrow on the right side of the menu.

- 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**.

## Paying for Classes

You will see a page that will provide you with the opportunity to buy the class coupons to cover the cost of your classes. Please note that you can wait until after you have completed the classes to pay for them.

### **There are 3 options:**

- ❖ Continue and pay later (an invoice will **NOT** be created with this option)
- ❖ Pay with a Credit Card (a 2.85% service charge will be applied)
- ❖ Pay with Check or Purchase Order (an invoice will be created at this point and you can make the payment either before or after classes begin.)

If you have any questions regarding your invoice, please contact Christy Green [cgreen18@nmsu.edu](mailto:cgreen18@nmsu.edu) or call **(505) 224-4058**.

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

### **Need Help?**

Contact **NM EDGE** at [nmedge@nmsu.edu](mailto:nmedge@nmsu.edu) or call **(505) 224-4059** or **(505) 224-4061**.