How to use Carleton Central

http://central.carleton.ca/

Login to Carleton Central (http://central.carleton.ca) - there is always a Return To Menu button in top right hand corner

Follow the steps below depending on what you are trying to do:

**Change Program Elements (Concentrations, Minors)**
Main Menu → Student Online Applications → Change Program Elements → Submit Changes

**Override Request**
Main Menu → Student Records and Registration → Registration Override Requests → Select Term → Press CONTINUE button → Submit a Request → Select Course or Enter CRN → Fill it in and submit your request

**Tutor Referral Service**
Main Menu → mySuccess → Tutor Referral Service → Tutor Application or Tutee Application → Fill out form

**TA Applications**
Main Menu → Student Online Applications → Undergrad TA Applications → Submit an application

**Request a Transcript**
Main Menu → Student Online Applications → Request a Transcript/Certificate of Enrollment → Official Transcript Request

**Apply to Residence**
Main Menu → Housing Services → Apply to residence → Choose term, etc.

**Print tax receipts (T2202A, RL-8, UPass Receipt)**
Main Menu → Student Records and Registration → Print tax receipts → Choose which tax receipt to print out (T2202A Tax Credit Form or T4A Tax Form or UPASS Tax Credit Form or Releve8 Tax Form)

**Apply to Graduate**
Main Menu → Student Online Applications → Apply to graduate → Apply Now (Select term in which you are graduating)

**Registration Status**
Main Menu → Student Records and Registration → Registration (bolded subheading) → Registration Status

**Special Students/OttawaU students accessing Carleton email**
Carleton.ca main page → MyCarleton (above search engine) → activate your Student computing account or change your password → enter student number and password (birth date- YYMMDD)

Questions? Call Computing and Communication Services at 613-520-3700

For Carleton Central “How To” Videos please go to:
http://www1.carleton.ca/registrar/registration/carleton-central-how-to-videos/

- How to join/remove a waitlist
- Registration Error Override Request
- Do a class search
- Drop a class
- Request a transcript
- How to change a tutorial or lab without dropping your course.
- Understanding your account summary
- Request a certificate of enrolment
- View or print your timetable
Main Menu

Personal Information
- Change your Carleton Central PIN
- Change security question & answer
- Update addresses and phone numbers
- View name change information
- Personal Emergency Contact Information
- Campus Card: Deactivate/Reactivate CampusCard, CampusCard Activity Review System, CampusCard Weekly Meal Plan Usage, Door Access PIN Selection E-Laundry Service
- MyCarletonOne Account information and Carleton Email address

Campus Alerts
- Emergency Notification System (ENS): Register your cellphone and subscribe to receive alerts from Campus Safety in the event of an emergency on campus. Watch video at: http://www.youtube.com/watch?v=kegTVdLNgnI&feature=youtu.be
- Service Disruption Notification: Subscribe to receive text message alerts in the event of an unplanned service disruption on campus (e.g. road/pathway closures, elevator outages, etc).

Student Records and Registration
- Admissions: Review admission application, Display Holds and Conditions of Offer, Internal Application for Admission
- ArtsOne Registration: Register for an ArtsOne cluster
- Registration: Search schedule, Add/Drop/Search classes, View timetable, Display holds, Purchase Books, Registration Override Requests, French Placement Test
- Student Accounts: View student account, Calculate amount to pay, Print tax receipts (T2202A, RL-8, UPass Receipt)
- myGrades: Display grades
- myProgress (APE: Academic Performance Evaluation)
- myAudit: View academic audit
- myExam Schedule

Awards and Financial Assistance
- Student Award Information: Click here to display all awards and/or funding (loans, bursaries, scholarships, graduate funding) and their status, including your loan estimates for the current and future terms.
- Submit Social Insurance Number (SIN): Your Social Insurance Number (SIN) is required for Carleton University to prepare a tax information slip (T4A) to report scholarships, bursaries, awards, prizes and tuition waiver amounts.
- Undergraduate Online Application Forms: Undergraduate bursaries/awards, other financial aid applications (Work Study, Parker Loan, etc). Check application status.

Student Support Services
- BOARD OF GOVERNORS ONLINE VOTING - Voting is now Closed
- myCareer (Student Jobs and Events)
- myPMC (Paul Menton Centre for Students with Disabilities)
- myCo-Curricular Record
- Graduate TA Management System
- TA Training
- myAudit (view academic audit)

mySuccess
- SASC Academic Advising (see an advisor)
- Learning Support Services LSS - Workshops (register for a workshop)
- Learning Support Services LSS - Group Study Rooms (book a study room)
- Writing Tutorial Service WTS (arrange to get help with a paper, essay, or report)
- **Tutor Referral Service** (apply to be a tutor/request a tutor)

**Student Online Applications**
- Apply to Graduate
- Change Program Elements
- Request a Transcript/Certificate of Enrolment
- Undergrad TA Applications
- TA Mentoring Applications

**Employee Services**
- **Benefits and Deductions**: View your retirement plans; health benefits; miscellaneous benefits; beneficiary information
- **Pay Information**: Check out your direct deposit advice; review your direct deposit breakdown; view your earnings history; view your deductions history
- **Tax Forms**: View your T4 and T4A tax forms; Give your consent to receive tax forms electronically
- View your current leave balances
- Update your Emergency Contacts
- View Carleton’s Retirement Planner Application
- Apply for Job Opportunities
- Learning and Development
- Other Services

**Housing Services**
- Accept residence offer
- Apply to residence
- View waitlist
- Residence Maintenance

**Carleton Central Terms and Conditions of Usage**
- For Students
- For Staff and Faculty