

Online Registration Instructions

In order to use Chaffey View online, you will need to have your registration date and your User Name available.

Registration Date: Your registration date is on your registration letter or permit. It is also available on Chaffey View under **What is My Registration Date?**

User Name: Your User Name is on your registration letter or permit. It is also available on Chaffey View under **“What’s My User Name”**

Registration Steps:

1. Log onto www.chaffey.edu
2. Click on **ChaffeyVIEW**
3. Click on **Students**
4. Click on **Register for Sections**
5. Click on **Search and Register for sections or Express Registration**
6. User Name:
Enter **User Name** in *lower case*. Your User Name is the **first initial of your first name and first initial of your last name** followed by your **Student ID number** Your User Name Never changes.

Example: Robert Smith = rs7654321
7. Password:
Enter **Password**: your initial password is your *six-digit birth date*.

Example: If your birthdate is on May 30, 1980, enter: 053080
8. Click once on “Log In” button
After this initial log in, the message will say “your password has expired”. Then you will be required to enter your user name again and choose a new password (must be 6-9 characters; both letters and numbers).
9. Click once on **“Submit”** button
10. If you need further assistance, click on the “Help” Link.