

## Setting up an account on the CNS Calendar System

Username or Email  \*

Password  \*

Language  
English US

Remember Me

First Time User? [Create an Account](#)

1. Click on Create an Account

[View Schedule](#) | [Forgot My Password](#)

**Login (all fields are required)**

Username  2. Enter MSU NETID

Password  3. Create password

Confirm Password  4. Confirm password

Default Homepage  
My Dashboard  
My Dashboard  
Schedule  
My Calendar  
Resource Calendar 5. Set Default Homepage to Resource Calendar

**Profile (all fields are required)**

First Name

Last Name

Email

Timezone

America/Havana

America/Dawson

America/Dawson\_Creek

America/Denver

America/Detroit

America/Dominica

America/Edmonton

America/Eirunepe

America/El\_Salvador

America/Fortaleza

America/Glace\_Bay

America/Godthab

America/Goose\_Bay

America/Grand\_Turk

America/Grenada

America/Guadeloupe

America/Guatemala

America/Guayaquil

America/Guyana

America/Halifax

America/Havana

6. Set Timezone

Additional Information (optional)

Phone

7. Fill in Additional Information for contacting (optional)

Organization

Position

Security Code



Security Code

8. Enter Security Code (Case Sensitive)

Register

9. Click Register