The CBC Cougar Den Portal is a gateway to access all of the online tools you need to register for classes, manage your financial information, access assignments for your classes, correspond with your teacher, and even check your grades. CougarDen Portal will be an important part of your experience here at CBC.

1. Go to the main CBC Webpage login page (http://www.coastalbend.edu)
2. Click the CougarDen portal Log in button

3. Enter your username
   Note: To determine your username for Cougar Den, try these steps until you successfully login:
   Step 1: use your first initial last name (for example: ycharles)
   Step 2: use your first initial, middle initial, last name – IF you do not have a middle initial, proceed to step 3 (for example: yacharles)
   Step 3: use your first initial, middle initial (omit if none), last name followed by the number 1 (for example, ycharles1) – If unsuccessful with the number 1, try 2, then 3, then 4, etc.).

4. Your password is your new CBC ID number – the ID number is automatically assigned by the Colleague system and can be found on student's Admissions Acceptance Letter received via email.

6. Congratulations! You're now logged in to the CougarDen Portal. Your username and password will also allow you to log in to:
   - Lab and Library computers at all CBC sites
   - Blackboard

Your CBC email can also be found in the CougarDen portal, along with your CBC OneDrive.

Still need Help? The CBC Help Desk is here to help!

Please call or email the IT Department's Help Desk: helpdesk@coastalbend.edu or by phone to 866-722-2838 ext. 2508. ITThe Help Desk Provides assistance with:
- Blackboard
- Password Reset
- Outlook 365 Applications (i.e., word, excel, powerpoint, etc.)
How to Develop a Course Schedule Using Student Planning

Note: If you are unsure of the course(s) that you need to plan for the following term, please contact your Success Coach via your CBC e-mail account (Office 365) and/or compose a note by using the following steps: Click on Self-Service (in the CougarDen portal under Campus Applications), click on Student Planning, then Go to Plan & Schedule and click on the Advising tab (located on the upper, left-hand corner of the page). You will then need to leave your note requesting assistance in the Compose a Note box then click on both Save Note and Request Review. Make sure to check your CBC e-mail inbox and the Advising tab (in Self-Service) for a reply.

1. Select Student Self-Service in your CougarDen Portal under Campus Applications.

2. Click on Student Planning.

3. Click on Go To My Progress.

4. Check your progress. Courses completed are in green; courses planned/registered are in yellow; courses not started are in red.
5. Go to course column to choose a course. Click on the course name (example-ENGL1301).

6. Click on Add Course to Plan.

7. Click on Select a Term.

8. Use the drop box to select the term in which you wish to add the course.

9. After selecting the term, click on Add Course to Plan.
10. Hover over **Student Planning** on the upper left-hand corner of the page to return to **My Progress**. Repeat steps 5-9 until all classes have been selected.

11. Once you have selected all classes, hover over **Student Planning** on the upper left-hand corner of the page and click on **Plan and Schedule**.

12. Click on **Advising**.

13. Compose a note in the white box asking your advisor to review your semester plan for accuracy.

14. Click on **Save Note**. An academic success coach will contact you about your request.

**Note**: Please continue to check your CBC e-mail account as well as this Advising tab for a response from your advisor. Once your courses have been approved by your advisor, you are ready to select your class sections and register.
How to Register for Approved Courses

1. Select Self-Service in your CougarDen Portal under Colleague Applications.

2. Click on Student Planning.

3. Click on Go to Plan and Schedule.

4. Scroll to the term in which you wish to register using the left and right arrows at the top, left-hand side of the page.
5. Click on **View other sections** under the course in which you wish to register for.

6. Review the available sections and click on your chosen section to add. You may use the left and right arrows to view more sections. If the section is presented in red, it may be full or unavailable.

7. Once you click on the section, please review the section details (date, time, and campus location) to ensure accuracy. Click on **Add Section** to place that section on your schedule.
8. Repeat steps 5-7 for all courses you have planned for that term. Once you have chosen all of the sections for your courses, click on Register for each course.

9. Once you have registered for your courses, they will turn green on the weekly schedule. Your registration for that term is complete.
1. Select **Self-Service** in your CougarDen Portal under Colleague Applications.

2. Click on **Student Planning**.

3. Click on **Go to Plan and Schedule**.

4. Scroll to the term in which you wish to register for using the left and right arrows at the top, left-hand side of the page.

5. Each of your registered courses will display in a box on the left. Click the **Drop** button in the box of the course you wish to drop.
6. A **Register and Drop Sections** box will display. After confirming the section, click **Update**.

**Note:** Check your course schedule for accuracy after dropping a course.

7. IF the course that you dropped is still planned and you wish to remove it, click on the “x” in the upper, right-hand corner of the course box. The **Confirm Remove Course** box will display. Click on **Remove** to remove course from plan.

**Note:** Students receiving Financial Aid should contact the CBC Financial Aid office prior to dropping a course (after the course has begun) to determine how the drop will affect their aid.