INTRODUCTION
This guide provides instructions on how to opt out of the newly introduced Student Involvement and Representation Fee (SIRF). For more information regarding the purpose of the fee visit the SIRF Information web page.

OPTING OUT

1. From an Internet Browser, access the myNorthridge portal login located on the CSUN home page.

![myNorthridge portal login]

2. Log in using your CSUN User ID and Password.

3. Select the Login button.
4. From the **Home** tab, select the **Enroll in a Class** link under the **My Checklist** pagelet.

5. Review the **Statement of Financial Responsibility** page and select **I have read and understand the above statement** at the bottom of the page, to move forward. Enroll in classes as needed.
6. Once enrolled in classes, tuition and fee charges will be posted to your account. Navigate to the Financial Matters tab and select the View Account Information link under the My Financial Obligations pagelet.

7. On the Student Account Information page, under the Charges Outstanding by Due Date section, select the Opt Out link.
8. Select an **Opt out Reason** from the drop down menu and select **Opt Out**.

![Student Involvement and Representation Fee](image)

9. Review the **Student Account Information** page to confirm that the Student Involvement and Representation fee is no longer there.