

STEP 1: Create A Triton Student System (TSS) Account

Create a Triton Student System (TSS) Account (if you do not already have one):

<https://extendedstudies.ucsd.edu/student-services/triton-student-system>

CHOOSE YOUR STUDENT PORTAL

Select the student portal based on your course start date. If you select TSS, you will choose your login method on the next step

Summer 2026 and Earlier

MyExtension

Access all courses and account information for courses that started Summer 2026 and earlier.

SIGN IN TO MYEXTENSION

Fall 2026 and Later

Triton Student System (TSS)

Access all courses and account information for courses that start Fall 2026 and later.

SIGN IN TO TSS

If you have previously taken courses at UC San Diego, Extended Studies, you will need to choose the “I’m a Returning Student” option:

I'M A RETURNING STUDENT

- If you've studied with Extended Studies within the past 10 years, your profile is already in the Triton Student System. Choose 'Sign in with Extended Studies' and follow the prompts to set up your access.
- If you last attended more than 10 years ago, you'll be asked to verify some basic information the first time you sign in.

If you are a returning student and need assistance accessing your TSS account, please refer to this [Step-By-Step Guide](#). If you require further assistance, please email tss@ucsd.edu and a support ticket will be routed to the appropriate team.

If you've never taken courses at UC San Diego, Extended Studies before, you should choose the “I’m a New Student” option:

I'M A NEW STUDENT

- If you are a new student, simply enroll and you will be prompted to create a TSS account during enrollment.
- If you're enrolled through a program that provides a UC San Diego Active Directory (AD) account, your program sets up your account and you'll be prompted to claim it when you first sign in. If you're not able to sign in, contact your program office.

You will use your TSS account for the following:

- View and print: receipts, unofficial grade reports, enrollment verifications
- Confirm class enrollments and dates for upcoming classes
- Update contact information
- Update how you would like UC San Diego Extension to communicate with you

STEP 2: Create An Application Management account & Submit Your Application

1. Create a UC San Diego, Extended Studies Program “Application Management” account by clicking “Apply Now” from the program webpage you wish to apply to:



The links to the Education programs have been included below for your convenience:

College Counseling
Early Childhood Education
Early Childhood Education Leadership
English Learner Added Authorization - (CLAD) Through CTCL
English Learner Added Authorization - (CLAD) Through ELD
Gifted and Talented Education - (GATE)
Induction California Clear Credential - Candidate
Induction California Clear Credential - Mentor
Institutional Effectiveness
Reading Instruction - (RLAA)
Teaching Adult Learners
Teaching English to Speakers of Other Languages - (TESOL)
Teaching Online

2. Click “Create an account” beneath the “First-time users” option (if you do not already have an Application Management account):

Application Management

Returning users:

[Log in](#) to continue an application.

First-time users:

[Create an account](#) to start a new application.

The Application Management system is different from your TSS account. You will need to keep track of your login credentials for each account individually.

3. Fill out the requested information (Email Address, First Name, Last Name, and Birthdate):

Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

[Continue](#)

4. You will be emailed a Temporary PIN to confirm your email address is active and was input correctly. *If you do not see it in your general inbox, please check your spam/junk folders.*

Input the Temporary PIN and confirm your DOB:

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email [switch](#)

Account

Temporary PIN

Birthdate

[Login](#)

OR - If you click the link within the email, you will be taken to this page:

Login

To log in, please enter your email address and password.

Email [switch](#)

Account

Password [Forgot Your Password?](#)

[Login](#)

Where you will need to input your temporary PIN into the "Password" section. Once you update/Create a new Password, you will no longer use the Temporary PIN.

5. Create a Password for your Application Management account:

New Password		✗ At least one letter
New Password		✗ At least one capital letter
(again)		✗ At least one number
		✗ Be at least 12 characters
		✗ New passwords must match

6. After you've successfully created your Application Management account, click the "Start New Application" link:

Application Management

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)

Note: Only the most recent program you clicked the link on will populate. If you would like to start an application for a different program, you will need to click "Apply Now" on that program's webpage to start that specific application.

7. A window will populate with the program name, click "Create Application":

*Sample window based on CLAD Through CTCL application
The wording in your window should match the program you are applying to*

Start New Application

UC San Diego Extended Studies Certificates

CLAD Through CTCL

Create Application

Cancel

8. That new window titled “Application Details” will include the date you start the application, the status of your application, and the certificate name. Click, “Open Application” to start working on your application.

*Sample window based on CLAD Through CTEL application
The wording in your window should match the program you are applying to*

Application Details

Started

10/01/2025

Status

In Progress

UC San Diego Extended Studies Certificates

CLAD Through CTEL

Open Application

Cancel

9. Complete all required application fields. You can navigate through the individual pages by clicking the page titles to the left of the page:

[Home](#)

General Information

[Personal Information](#)

[College Experience](#)

[Current Employment](#)

[Additional Information](#)

[Signature](#)

[Review](#)

Or by clicking the “Continue” button found at the bottom of each page:

Continue

10. The “Review” page will list any missing information. Once your application has been filled out correctly, you will be able to click “Submit Application”:

If you are satisfied with your application and are ready to submit it, click Submit Application.

Submit Application

Save for Later

If you can’t see that “Submit Application” button, that means your application is missing information.

Missing **required** information will result in this error banner, the pending required fields will be listed below it:

We have detected the following errors with your application.
These errors must be corrected before submission.

Section

Required Field or Error

Potential issues that are not required to be corrected for submission will show up as a “warning”.

11. Once you click “Submit Application” your application will be submitted:

Thank you for your application,

Please keep an eye on your inbox and this page for updates to your application status.

You will be sent an automatic email with further instructions regarding official transcripts and Verification Letters (if required). Your application review will not start until those additional items outlined in that email have been received.

Please email unexeduc@ucsd.edu with any questions regarding program applications.