1. First, go to the CWA Web site at [www.wm.edu/cwa](http://www.wm.edu/cwa). We recommend you follow the Step by Step Instructions found on our site. Once you have them handy, proceed to step 2.

2. In the center of the screen click the REGISTER button. This takes you to the Augusoft site.

3. On the left hand side, click on Browse, then scroll down and click on Membership.

4. On the drop down menu select the kind of membership (Regular or Associate) you would like to purchase for the semester. Then click submit.

5. The system will now take you to the Create New Student Profile Page, where you will create your online profile. *Please note that fields marked with a red asterisk are required information.*

6. First you will enter a user name of your choice *note it must be a minimum of 6 characters.* This can be an email address providing you and your spouse do not share the same email.

7. Next create your password. *Passwords must be a minimum 8 characters, must contain a number and any two of the following: upper case letters, lower case letters, or special characters (for example: {{)!@$%^&*}. Also, your password cannot contain more than three letters of your last name.* Enter the password once, and then you will be asked to re-enter it.

8. *Be sure to write down your username and password now, so that you can easily log back in to manage your requests, add courses, and update your contact information. We suggest writing this information inside your CWA catalog and saving it until you receive the catalog for the next semester.*

9. On this next line, you will leave yourself a hint in case you forget your password in the future.
10. Next choose a verification question and answer.

11. Now enter and re-enter your email address.

12. If you have already chosen a membership, your choice will be reflected here. If you have not chosen a membership type or you would like to change your choice, you can do so here. Please note that in order to create your online profile, you will be required to purchase a membership.

13. Now enter your first and last name, as well as a nickname for your CWA nametag (first name only).

14. Next enter your primary address and your phone number.

15. Now click continue.

16. Now please let us know if we may include you on our mailing lists to receive a catalog.

17. Answer the next few demographic questions which tell us if you are a graduate of W&M, what your work experience has been, how you heard about us, and your age range.

18. Click continue.

19. You can ignore the next two fields regarding company affiliation and maiden name.

20. Otherwise click submit.

21. You will be taken to your shopping cart, to purchase your CWA membership for the semester. Click Check Out.

22. This takes you to the payment screen. Enter your credit card information and expiration date. Your billing address should already be filled in. (Note the address must match the address on file with your credit card.)

23. Click Pay Now.

24. You are now able to request courses. On the left side of the screen, select Browse, where you can browse by category or by viewing all classes.

25. When you find the class you wish to request, click Request Class.

26. For each course you request, a pop-up window will appear asking if you would like to serve as a host or class assistant for that course. Please type Yes or No and click submit. We hope you will consider volunteering – these
jobs are easy to do but very important to our organization, and training is provided.

27. On the next screen you will choose to continue registering or cancel your request. If you wish to register for another course, repeat steps 24-26. *Remember you can request up to 8 courses, plus an unlimited number of activities and one-time lectures.*

28. Once you have selected all your courses, activities, and one-time lectures, on the next screen choose PRIORITIZE instead of continue registering. Here you will prioritize your courses by entering a number for each in the box to the left of the course name, with 1 being your most desired course. Then below, do the same for all of your activities and one-time lectures. Once all of your selections have been prioritized, YOU MUST click “Confirm Priorities.”

29. You will receive an email confirmation to acknowledge your requested courses, activities and OTLs and you are welcome to log back in any time within the course request window to re-prioritize, add, or remove your requests.

30. When the course request period ends, you will be notified of your assigned courses by email. You will be automatically placed on the wait list for any courses that were full, and you will receive notification of your waitlist status by email as well.

31. Keep in mind that a day after you receive your course assignments, you are welcome to log back in to the site and continue registering for open courses up to your 8 course maximum or an unlimited number of activities or one-time lectures.