For New CWA members

1. First, go to the CWA Web site at www.wm.edu/cwa.

2. Scroll down and in the center of the screen click on words “Online Registration Site.” This takes you to the Augusoft site.

3. On the left hand side, click on Browse, then scroll down & click on Membership. Do not click on Login/Create Account.

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. If you are new to the system it will 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. If you are not new to the system, please do not create a new profile – just log in with your username and password and to purchase your new membership and request courses as you have in the past.

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 use the same email address as a user name.

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 any time during the semester. 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.

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 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 information should already be filled in. (Note the address must match the address on file with the credit card.)

23. Click Pay Now.

24. You should receive a pop up screen that says you have paid and can now select courses.