1. First, go to the CWA Website 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. Click on login and use the username and password you created in previous semester. On the left hand side, click on Browse. Scroll down and select Membership.

4. Select type of membership you wish to purchase, then hit Submit. Enter your credit card information, etc. and then click Pay Now.

5. When you receive the message that your payment has been accepted. Scroll down and select Register.

6. In the upper right hand corner of the screen (by the green flower stem) you can type in a keyword from a course title to quickly find it. (Note courses do not appear in your cart – only the membership. Once you have paid that cart will be empty.)

7. When the course appears, scroll down and click on “request class”.

8. A pop up screen asks is you want to continue registering. If yes, search for another course.

9. After selecting your last one. Select “Prioritize”.

10. A screen appears that shows all your courses. To the left of each course in the box place numbers to indicate your priority for that course. Number 1 being your highest priority. When you are finished prioritizing, click the “Confirm Priorities” button. Now you must prioritize activities and OTLs if applicable as these are now prioritized separately from courses.

11. A screen appears that shows all your activities and OTLs. To the left of each activity and OTL in the box place numbers to indicate your priority for that selection. Number 1 being your highest priority. When you are finished prioritizing, click the “Confirm Priorities” button. Your request is now complete and you may log out.