1. First, go to the CWA Web site at [www.wm.edu/cwa](http://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.

4. On the left hand side, click on Browse. Select "All Classes."

5. 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.

6. When the course appears, scroll down and you will see either "Add to Cart" or "Add to Wait List."

7. If it is "Add to Cart", click on that and now in the upper right hand corner the cart should show "(1)" item in it. 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 for at least one—these jobs are easy to do but very important to our organization, and training is provided.

8. Continue to add to cart other courses you want by searching for a keyword as you just did. When you have requested all the courses you want, you MUST click on "View Cart," then click "Checkout."

9. On the next screen you MUST click "Checkout" AGAIN. You will receive an email for each course you request. Please do not confuse these with emails you will receive on December 8 that confirm the courses for which you have successfully registered.
10. You can also click on "Add to Wait List" for any that are full but you are interested in taking. We will contact you when an opening occurs for you to attend that course.

11. You will be notified of your assigned courses by email. You will receive notification of your waitlist status by email as well.

12. After the request period has ended, you are welcome to log back in to the site and continue registering for open courses up to your eight course maximum or an unlimited number of activities or one-time lectures at any time during the semester.