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

2. Click on the REGISTER button. This takes you to the Augusoft site.

3. Click on login and use the username and password you created in previous semesters. 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 if you want to continue registering. If yes, search for another course.

9. After selecting your last course, select “Prioritize.”

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

11. Your request is now complete and you may log out.