CAPP REGISTRATION THROUGH MYUWO APP
START AT: HTTPS://UWOSH.EDU

- At the top, hover over “Titan Services”, then click MyUWO Portal on the menu that appears:
LOG IN WITH YOUR NETID
CLICK THE MAGNIFYING GLASS ON THE LEFT, UNDER THE MYUWO PORTAL LOGO
WHEN THE SEARCH MENU OPENS UP, SEARCH "CAPP", THEN CLICK THE OPEN HEART TO FAVORITE THIS SECTION.
CLICK AWAY FROM THE SEARCH MENU, AND YOU WILL SEE “CAPP” ON THE LEFT SIDE. CLICK THE FOLDER TO OPEN THE REGISTRATION PORTAL.
WELCOME TO THE REGISTRATION HOMEPAGE!

- You will see your forms listed like the example below:
YOUR DEFAULT VIEW IS FOR FORMS NEEDING YOUR REVIEW

• You may sort forms by their current state using this drop down menu:
A GUIDE TO STATES

- Teacher Review: The first state. Eligibility is added at this state (either by the teacher or designated high school staff), and is only moved forward by the adjunct instructor.
- Needs Liaison Review: The adjunct has written a recommendation for the liaison to review. The CAPP Office will initiate the movement into the liaison’s folder.
- Liaison Review: The form is in the liaison’s folder for review. The form will move on after their review.
- Teacher Approved: The form has eligibility entered, is approved by the teacher and (if necessary) by the UWO liaison. It still needs CAPP Office review. It may get sent back if the liaison needs to waive a missing prerequisite for the course.
- Pending Enrollment: The form is fully approved by all parties. The only remaining step is for the CAPP Office to officially enroll the student in TitanWeb.
- Enrolled in TitanWeb: The final state for approved forms. The student is officially enrolled in TitanWeb to the CAPP roster.
- Rejected: The final state for any rejected form. The form may be rejected by the instructor, or by the liaison.
TO ENTER ELIGIBILITY FOR EACH FORM, OR TO APPROVE, CLICK “VIEW”
THE ELIGIBILITY SCREEN WILL LOOK LIKE THIS IF ELIGIBILITY IS NEEDED:
ONCE ELIGIBILITY IS ENTERED, THE SITE WILL AUTOMATICALLY CHECK THE ELIGIBILITY REQUIREMENTS (EXAMPLES BELOW)
NEW WITH MYUWO PORTAL

- Adding the eligibility to one student form will automatically update the information onto all other forms for that student in the same term.
IMPORTANT! IF A RECOMMENDATION IS NOT REQUIRED, DO NO TYPE ANYTHING INTO THE RECOMMENDATIONS BOX.

THIS BOX SHOULD IS ONLY FOR THE ADJUNCT RECOMMENDATION, IF REQUIRED. THE PRESENCE OF A RECOMMENDATION WILL AUTOMATICALLY ROUTE TO THE LIAISON.
ONCE THE FORM IS READY TO SUBMIT, YOU WILL BE ABLE TO MOVE THE FORM FORWARD

• Options when liaison approval is not needed (Adjunct can approve directly)
• If students meet the requirements, you should see these options.

• Options when liaison approval is required (form will go to the liaison)

• If the Send to Liaison is greyed out, make sure you have entered your recommendation.
ONCE THE APPROPRIATE OPTION IS SELECTED, YOU WILL SEE A POP UP TO CONFIRM YOUR SELECTION:

- After clicking “Yes”, you will be taken back to the homepage to continue the process.
ONCE NO MORE FORMS APPEAR UNDER “TEACHER REVIEW”, YOU’RE DONE!
PLEASE CONTACT THE CAPP OFFICE WITH ANY FEEDBACK ON THE NEW PORTAL

CAPP@UWOSH.EDU
920-424-3003