


**CAPP
REGISTRATION
THROUGH
MYUWO APP**

START AT: [HTTPS://UWOSH.EDU](https://uwosh.edu)

- At the top, hover over “Titan Services”, then click MyUWO Portal on the menu that appears:



LOG IN WITH YOUR NETID



The mascot is a stylized figure in a black and yellow costume with a lightning bolt on its chest and a yellow cape. It is holding a yellow lightning bolt.

MyUWO Portal

Login

Username:

Password:

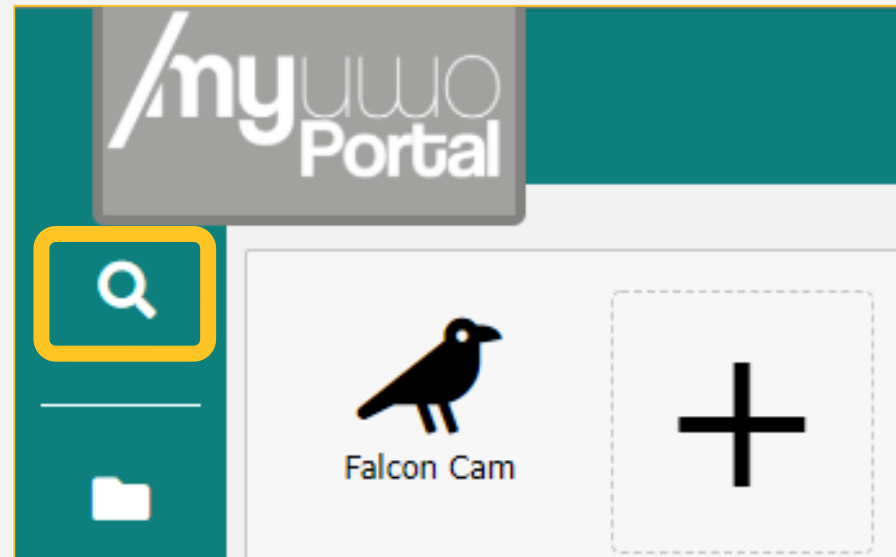
Remember me?

Log On

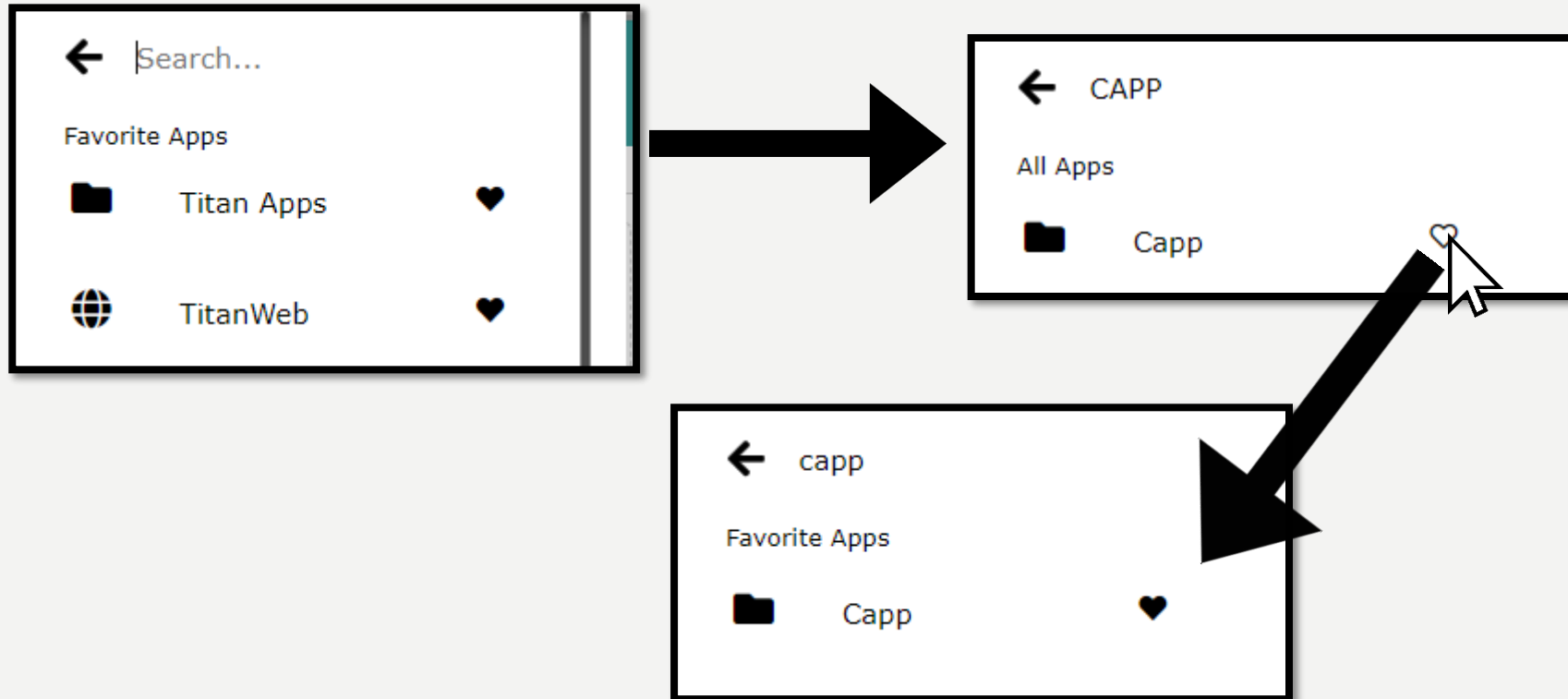
Did you forget your NetID password?
You can click [here](#) to have your password reset or call the Help Desk at 920-424-3020.

Have you SET your NetID password yet?
You must set your password initially and after having it reset. To do so, visit the NetID Password Change Page: [NetID Password Change](#)

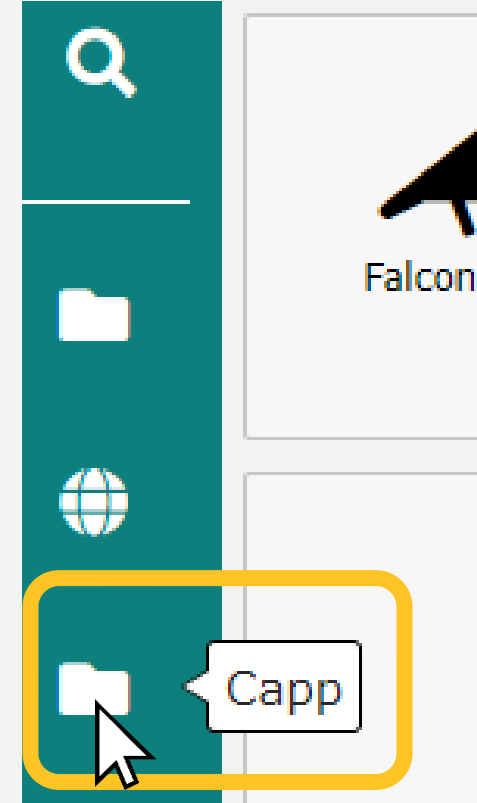
CLICK THE MAGNIFYING GLASS ON THE LEFT, UNDER THE MYUWO PORTAL LOGO



WHEN THE SEARCH MENU OPENS UP, SEARCH “CAPP”, THEN CLICK THE OPEN HEART TO FAVORITE THIS SECTION.

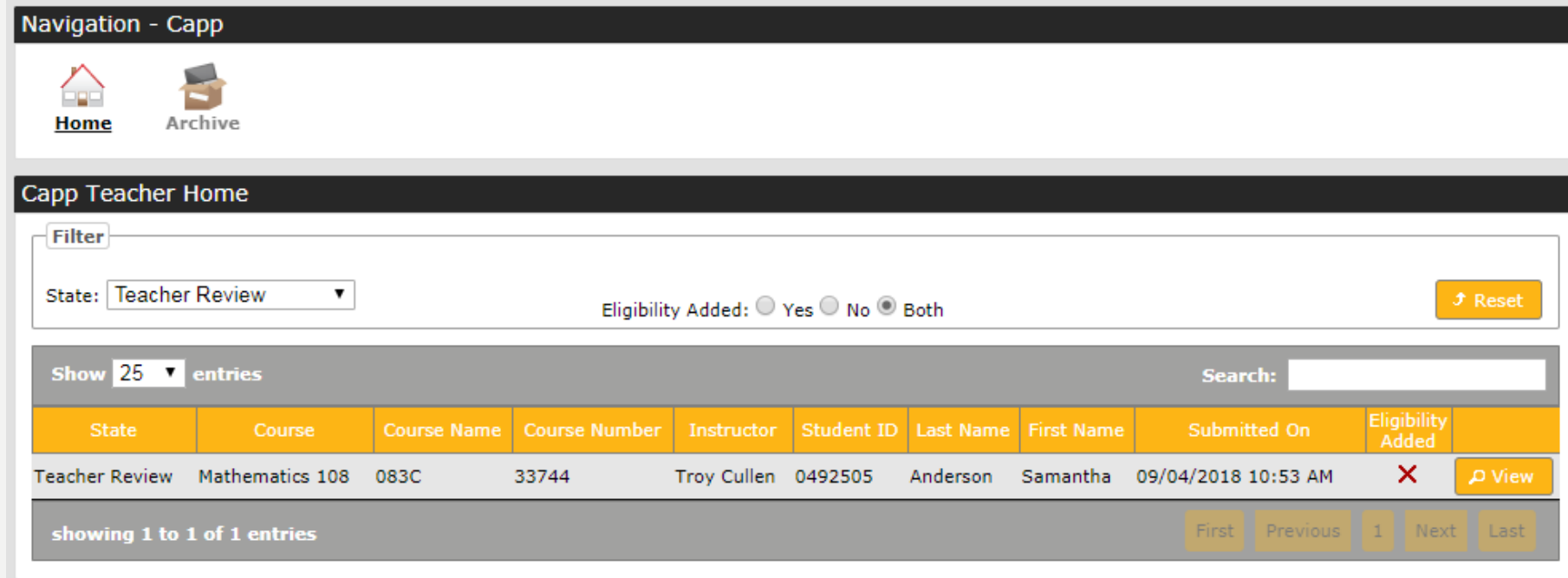


CLICK AWAY FROM THE SEARCH MENU, AND YOU WILL SEE “CAPP” ON THE LEFT SIDE. CLICK THE FOLDER TO OPEN THE REGISTRATION PORTAL.



WELCOME TO THE REGISTRATION HOMEPAGE!

- You will see your forms listed like the example below:



The screenshot displays the 'Capp Teacher Home' interface. At the top, there is a navigation bar with 'Home' and 'Archive' links. Below this, a filter section allows users to select a state (currently 'Teacher Review') and choose eligibility criteria (Yes, No, or Both). A 'Reset' button is also present. The main content area shows a table of forms with columns for State, Course, Course Name, Course Number, Instructor, Student ID, Last Name, First Name, Submitted On, and Eligibility Added. A search bar is located above the table. The table contains one entry for 'Teacher Review' in 'Mathematics 108' (Course Number 083C, Course Number 33744) by 'Troy Cullen' (Student ID 0492505, Last Name Anderson, First Name Samantha), submitted on '09/04/2018 10:53 AM'. The 'Eligibility Added' column shows a red 'X' and a 'View' button. At the bottom, a status bar indicates 'showing 1 to 1 of 1 entries' and includes pagination controls (First, Previous, 1, Next, Last).

Navigation - Capp

Home Archive

Capp Teacher Home

Filter

State: Teacher Review Eligibility Added: Yes No Both [Reset](#)

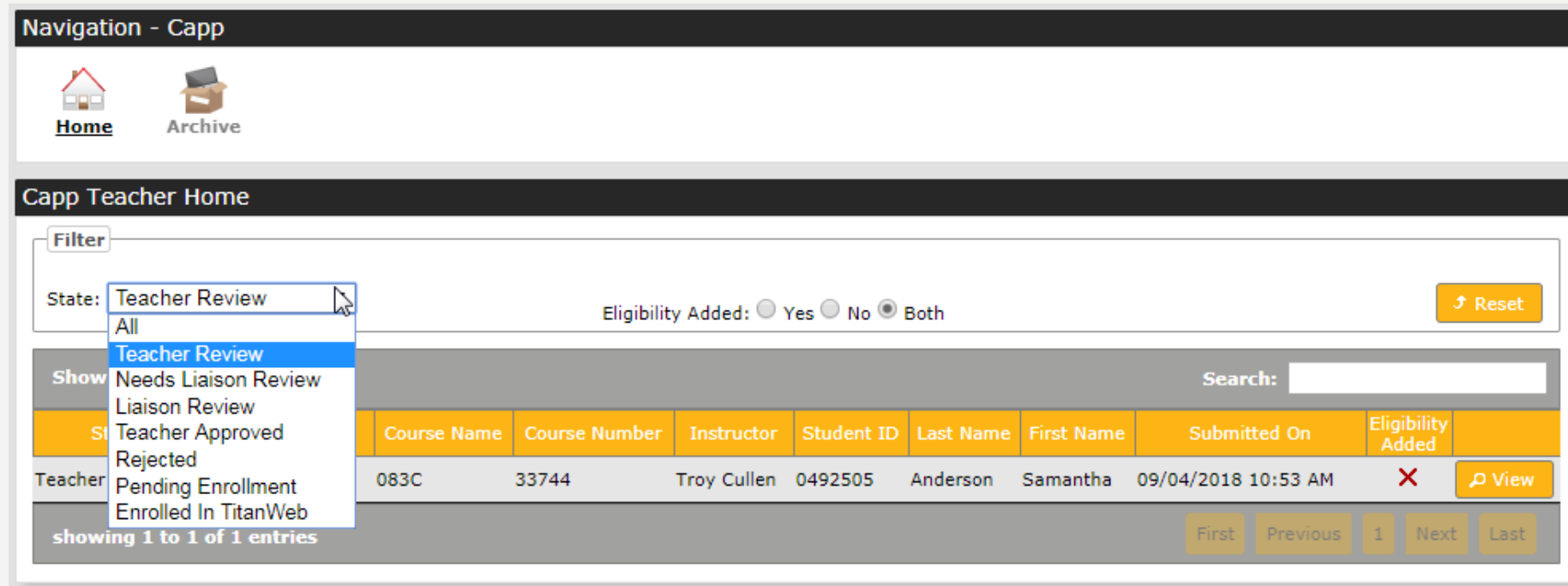
Show 25 entries Search:

| State | Course | Course Name | Course Number | Instructor | Student ID | Last Name | First Name | Submitted On | Eligibility Added | |
|----------------|-----------------|-------------|---------------|-------------|------------|-----------|------------|---------------------|-------------------|----------------------|
| Teacher Review | Mathematics 108 | 083C | 33744 | Troy Cullen | 0492505 | Anderson | Samantha | 09/04/2018 10:53 AM | X | View |

showing 1 to 1 of 1 entries [First](#) [Previous](#) 1 [Next](#) [Last](#)

YOUR DEFAULT VIEW IS FOR FORMS NEEDING YOUR REVIEW

- You may sort forms by their current state using this drop down menu:



The screenshot displays the 'Capp Teacher Home' interface. At the top, there is a navigation bar with 'Home' and 'Archive' links. Below this, the 'Capp Teacher Home' section features a 'Filter' dropdown menu currently set to 'Teacher Review'. A dropdown menu is open, showing options: 'All', 'Teacher Review' (highlighted), 'Needs Liaison Review', 'Liaison Review', 'Teacher Approved', 'Rejected', 'Pending Enrollment', and 'Enrolled In TitanWeb'. To the right of the filter is an 'Eligibility Added' section with radio buttons for 'Yes', 'No', and 'Both' (selected), and a 'Reset' button. Below the filter is a search bar. The main content area is a table with columns: Course Name, Course Number, Instructor, Student ID, Last Name, First Name, Submitted On, Eligibility Added, and a View button. The table shows one entry for course 083C, instructor Troy Cullen, student Samantha Anderson, submitted on 09/04/2018 10:53 AM, with an 'X' in the Eligibility Added column. At the bottom, it says 'showing 1 to 1 of 1 entries' and has pagination controls for 'First', 'Previous', '1', 'Next', and 'Last'.

| State | Course Name | Course Number | Instructor | Student ID | Last Name | First Name | Submitted On | Eligibility Added | View |
|----------------|-------------|---------------|-------------|------------|-----------|------------|---------------------|-------------------|------|
| Teacher Review | 083C | 33744 | Troy Cullen | 0492505 | Anderson | Samantha | 09/04/2018 10:53 AM | X | View |

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”

| Last Name | First Name | Submitted On | Eligibility Added | |
|-----------|------------|---------------------|-------------------|----------------------|
| Anderson | Samantha | 09/04/2018 10:53 AM | X | View |

First Previous 1 Next Last

THE ELIGIBILITY SCREEN WILL LOOK LIKE THIS IF ELIGIBILITY IS NEEDED:

Navigation - Capp

 Home  Archive

Home

| | | | |
|--|-------------------------------------|------------------------------|---|
| Name Samantha Anderson | Email andersons@uwosh.edu | Student ID 0492505 | Student Standing Senior |
| Current State Teacher Review | Eligibility Added false | Class Number 33744 | Course Mathematics 108 - 083C |

Requirements

* **GPA:**

* **Class Rank:**

* **Number of Students in Graduating Class:**

ACT:

Adjunct Recommendation:

Eligibility Indicator

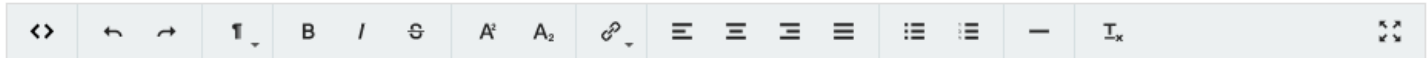
GPA: GPA or Class Rank needed

Class Rank: GPA or Class Rank needed

ACT: Not required

Adjunct Recommendation: Not required

Submit: Not Ready to Submit



ONCE ELIGIBILITY IS ENTERED, THE SITE WILL AUTOMATICALLY CHECK THE ELIGIBILITY REQUIREMENTS (EXAMPLES BELOW)

Requirements

* GPA:

Class Rank:

Number of Students in Graduating Class:

ACT:

Eligibility Indicator

GPA: GPA is 3.25 or above

Class Rank: Not required

ACT: Not required

Adjunct Recommendation: Not required

Submit: Ready to Submit

Requirements

* GPA:

Class Rank:

Number of Students in Graduating Class:

ACT:

Eligibility Indicator

GPA: GPA is 2.75 or above

Class Rank: Not required

ACT: ACT needs to be 24 or above

Adjunct Recommendation: Not required

Submit: Not Ready to Submit

Requirements

* GPA:

Class Rank:

Number of Students in Graduating Class:

ACT:

Eligibility Indicator

GPA: GPA is 2.75 or above

Class Rank: Not required

ACT: ACT needs to be 24 or above

Adjunct Recommendation: Not required

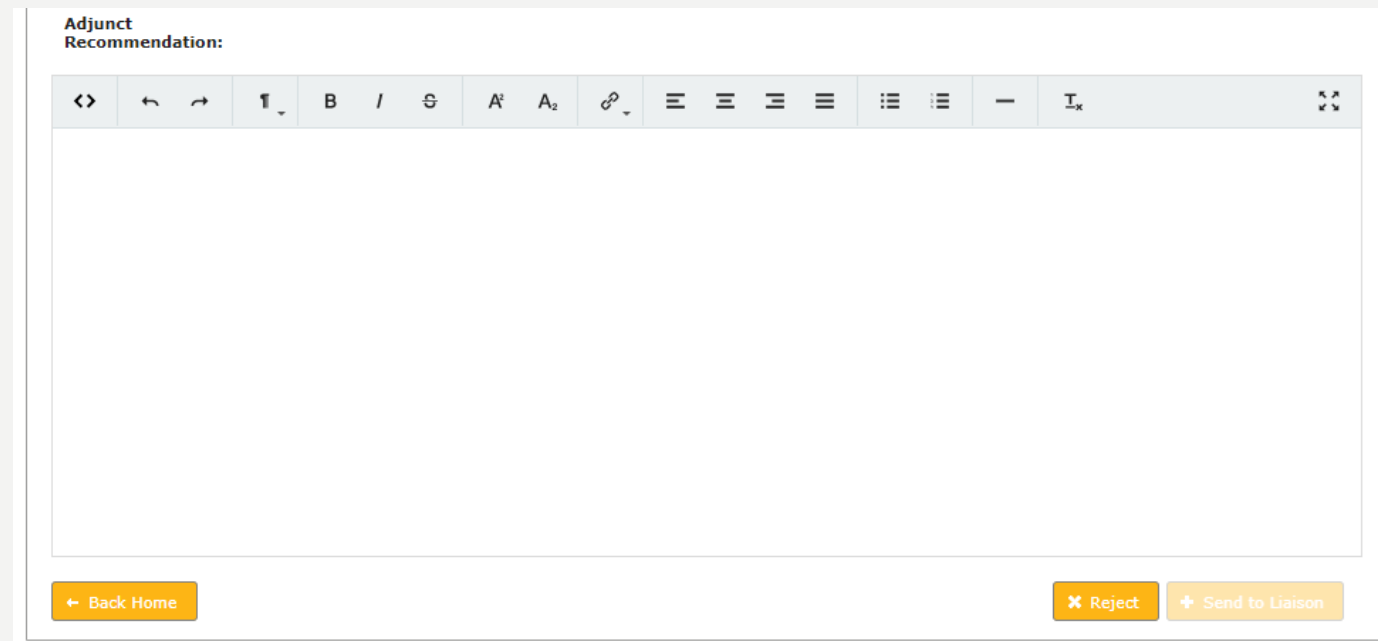
Submit: Ready to Submit

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 NOT TYPE ANYTHING INTO THE RECOMMENDATIONS BOX.

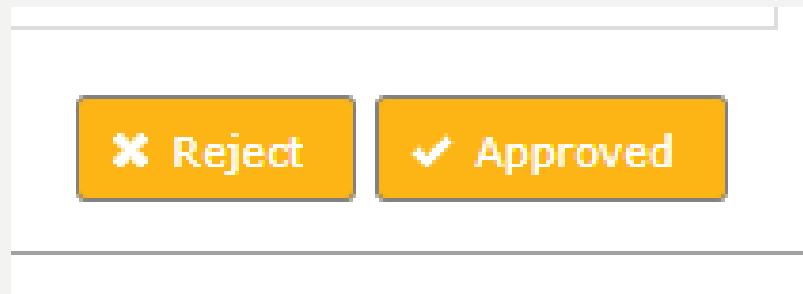
THIS BOX SHOULD BE ONLY FOR THE ADJUNCT RECOMMENDATION, IF REQUIRED. THE PRESENCE OF A RECOMMENDATION WILL AUTOMATICALLY ROUTE TO THE LIAISON.



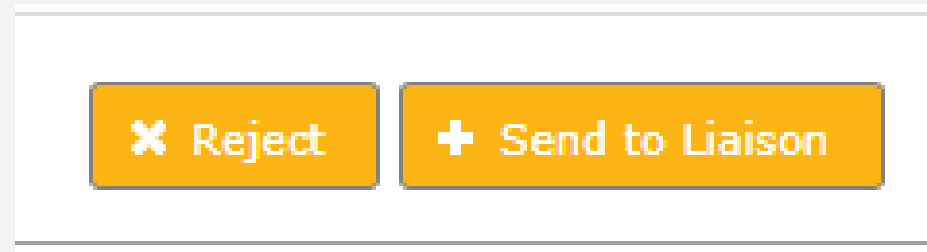
The screenshot shows a web form titled "Adjunct Recommendation:". It features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, strikethrough, text color, background color, link, unlink, bulleted list, numbered list, indent, and outdent. Below the editor is a large empty text area. At the bottom of the form, there are three buttons: "← Back Home" on the left, and "✖ Reject" and "+ Send to Liaison" on the right.

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.

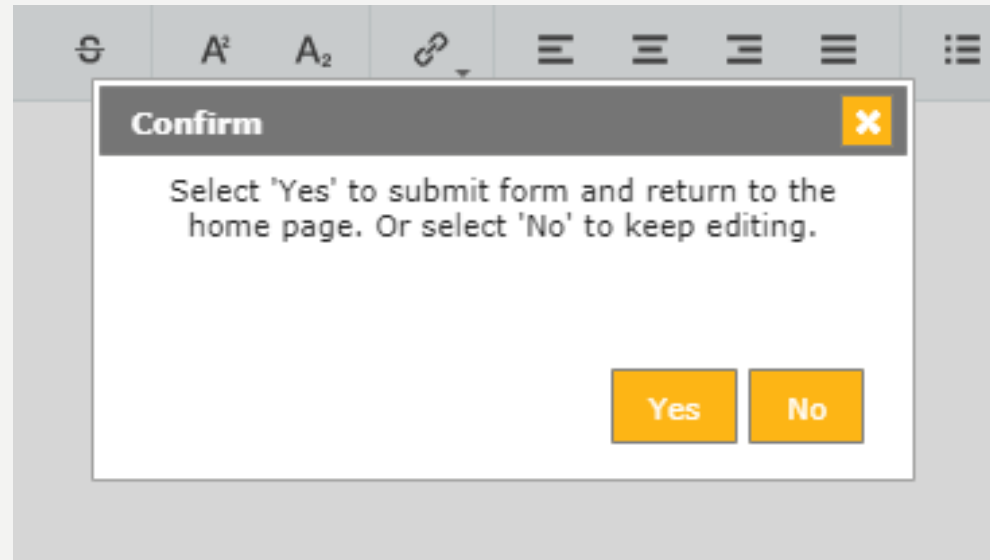


- Options when liaison approval is required (form will go to the liaison)



- 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!

Capp Teacher Home

Filter

State: Eligibility Added: Yes No Both [↕ Reset](#)

Show entries Search:

| State | Course | Course Name | Course Number | Instructor | Student ID | Last Name | First Name | Submitted On | Eligibility Added |
|---------------------|--------|-------------|---------------|------------|------------|-----------|------------|--------------|-------------------|
| No records provided | | | | | | | | | |

No data to show [First](#) [Previous](#) [Next](#) [Last](#)

**PLEASE CONTACT THE
CAPP OFFICE WITH
ANY FEEDBACK ON
THE NEW PORTAL**

CAPP@UWOSH.EDU

920-424-3003