CAPP REGISTRATION THROUGH MYUWO APP

INSTRUCTIONS FOR STUDENTS
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

*If you have previously logged in and saved the CAPP folder in MyUWO, it will be on the left sidebar
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.
CLICK THE GREEN BUTTON TO CREATE A REGISTRATION FORM
COMPLETE THE REGISTRATION FORM THAT POPS UP
(TIPS ON NEXT SLIDE)
TIPS FOR COMPLETING REGISTRATION

• You must select your high school before selecting your course.
  – Only courses at the high school you select will appear

• Once you select a course from the drop down, click the plus button (➕) to officially add it to your form.

• You should select all your CAPP courses for the current term on the same form.

• Select your high school class standing and agree to the student statements.

• After the form is ready to submit, you will be able to select the Continue button to move forward (Continue)
AFTER CLICKING CONTINUE, YOU WILL SEE A REVIEW SCREEN. DOUBLE CHECK TO MAKE SURE ALL THE INFORMATION IS CORRECT.

(EXAMPLE)
AFTER CLICKING “SUBMIT REGISTRATION”, YOU WILL HAVE ONE FINAL CONFIRMATION POP UP
IF YOU CLICK “YES”, YOU WILL SEE YOUR REGISTRATION CONFIRMATION. CLICK “FINISH” TO EXIT THE WINDOW.
YOU WILL GO BACK TO THE HOME PAGE, AND WILL SEE YOUR SUBMITTED FORM LISTED.
AFTER SUBMISSION, YOU WILL ALSO RECEIVE A CONFIRMATION TO YOUR UWOSH.EDU EMAIL.

• This confirmation email will have an attachment that is proof of registration.

• The confirmation email and attachment are for your records only. No further action is required.

• The remaining slides share how you may customize your use of your MyUWO portal (fun and encouraged, but not required)
AFTER COMPLETING REGISTRATION, FEEL FREE TO EXPLORE THE REST OF THE MYUWO APP!

• You may add custom tiles to your home page such as a live feed of our Peregrine Falcon nest, and a GPA calculator.

• You may also add a link to TitanWeb to your MyUWO portal, for easy access.

• The next slide shows how to change the color theme of your MyUWO portal.
If you would like to personalize the look of your MyUWPortal, hover over the greeting in the top right. A menu will appear. Click where indicated by the yellow boxes.

Search through the color options to find the right one for you!