

HOW TO VERIFY YOUR ROSTER ON CAPPLINK

Start at capp.uwosh.edu:

(if link doesn't work, just type the address into your browser)

Welcome to the CEP Portal at UW Oshkosh

The screenshot shows a grid of four login options, each with an icon, a role name, and a 'Continue »' button:

- Dept. Chair & Faculty/Liaisons**: Icon of an owl.
- High School Teacher**: Icon of a person at a whiteboard.
- High School Administrator**: Icon of a person in a suit.
- CEP Staff**: Icon of a person in a suit.

A blue arrow points from a grey callout box to the 'Continue »' button for 'High School Teacher'. The callout box contains the text: 'Click here to sign in as an adjunct'.

The screenshot shows two tabs: 'Existing Adjuncts' (selected) and 'Applying Adjuncts'. Below the tabs is a blue button labeled 'Login Now »'. A yellow arrow points from a grey callout box to this button. The callout box contains the text: 'Click here to log in with your NetID'. To the right of the button, there is text: 'Once you login you will be able to' followed by a bullet point: '• View courses offered at various locations'.

Remember, your NetID was the same thing used to log in at MyUWO Portal to approve registrations.



UNIVERSITY OF WISCONSIN
OSHKOSH

NetID Authentication

Username

NetID Username

Password


NetID Password


Don't Remember Login


Login


You'll see your CAPPlink home page:


Welcome to CAPP,
Select an option below to continue


 [View Classes »](#)


 [Visit Reports »](#)

 [Syllabus Templates »](#)

 [Apply to teach New Course »](#)

 [Professional Dev. »](#)

 [Edit Profile »](#)

 [Teacher Directory »](#)

HLC Status
Department: CHEMISTRY
Current Status: COMPLIANT
Credits Accumulated:

For more information please contact the CAPP office

Announcements
[Verify Profile Details](#)
Please verify and update your personal information.

Click View Classes

Classes Assigned for 2019-2020 Change Year ▾

Term	Course / Ref No. - Section No.	Schedule	
Fall 2019	CHEM 105 / 64430 - 084C	Period: Free Period:	View Details »
Fall 2019	CHEM 105 / 64431 - 084L	Period: Free Period:	View Details »

Click View Details

SUBJECT ###(catalog number) / ##### (class number) - ##### (section)

Class Details - CHEM 105 / 64430 - 084C

Class List

Show 10 entries

Change this to view more than 10 forms at a time

Search:

Student

Email

Status

NAME	UWO EMAIL	ENROLLED DATE
NAME	UWO EMAIL	ENROLLED DATE
NAME	UWO EMAIL	ENROLLED DATE
NAME	UWO EMAIL	ENROLLED DATE
NAME	UWO EMAIL	ENROLLED DATE
NAME	UWO EMAIL	ENROLLED DATE
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NAME	UWO EMAIL	ENROLLED DATE

Showing 1 to 10 of 47 entries

Previous 1 2 3 4 5 Next

Make sure to view all pages

Just below the list of students, you'll find the roster verification section:

Roster Verification

I have verified that the roster is complete and accurate, and that no additions/subtractions of students will occur henceforth (other than for medical reasons).

Submit Roster Verification

It is recommended to share with students whether or not they are on your roster, so that they can't come back months later thinking they were on the roster when they weren't, etc.

Once your roster is 100% correct, click the check box, and then click Submit Roster Verification.

Your roster will now be considered complete and official.

The sooner you verify your roster, the sooner we can begin the invoicing process for your school.