

## Did you complete your College Credit in High School (CCIHS) Online Application? (Step 1)

Your registration cannot be finalized without your application <a href="https://www.uwgb.edu/ccihs/apply/">https://www.uwgb.edu/ccihs/apply/</a>

### STEP 2: COMPLETE THE REGISTRATION FORM

You need to complete a registration form for each class you are completing for college credit.

- Go to the CCIHS registration website: <u>https://www.uwgb.edu/ccihs/register/</u> On the page, locate the link **COMPLETE STUDENT REGISTRATION FORM**
- **SELECT CREATE AN ACCOUNT** *Please see helpful tips on the next page before setting up your account.* 
  - 1. Complete all required fields to create your account.
  - 2. You will receive an email to verify and activate your account.
  - After your account is activated, log in with the User Name, Password and Security Answer you created.

Log In		
Sign in to complete Bay.	the CCIHS Registration Form form as requested by University of Wisconsin Gree	n
User Name		
Password		
	Log In	
Create New Account	Forgot User Name? Forgot Your Passwo	ord?

# Complete the following areas of the form: \* = required fields

Enter your personal information

- Select your school, course name and type your teacher's name
- Indicate if you completed the online application or need to (you will not be registered for the course until your application is received)

Type your name and date

Click on Next (Disregard the Office Only section)

#### • Submit your registration form.

- Type your name
- Click on Sign Electronically Do not click 'opt out and print' link. We will not receive your registration!

You will only see the message stating your registration was submitted. You will not receive an email confirmation.

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instructions:				
1. COMPLETE REQUIRED I 2. Please allow 1-2 business	NFORWATION BELOW: (I days for processing unles	sequired fields are noted with asterists: there are problems, in which case CC	) HS will contact you.	
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Student Cell Phone Number	n/ Area Code	Personal Email (Not School)	High	School Graduation Year
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fermanent Address:				Chy:
State				Zo
- Please Select	•			
Course Request				
School		Subject	Instructor's Name	
- Please Select	*	- Please Select 👻	1	
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Electronic Signature	
Please read the <u>Disclosure / Consent</u> before	you sign your form electronically.
Typing your name exactly as it appears below read and understand the Disclosure/Consent transaction electronically.	r signifies you are completing this form using an electronic signature. By signing electronically, you are ce and agree to electronically sign. You also agree to receive required disclosures or other communication
To continue with the electronic signature pro signature.	cess, please enter your name and click the 'Sign Dectronically' button to save your information and sub-
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### Helpful Tips!

- It is recommended to clear your computer cache before setting up their account. Restarting your computer is also helpful.
- The registration account is separate from the application account a new account must be set up.
- If you took a CCIHS course last year you already have a registration account. Use the 'forgot password' to reset.
- After activating your account, return to the registration login screen and login in with the User Name and Password you created.

If you end up at a page that looks like the screenshot –log out – return to the log in screen for their registration account and log in. If they continue to get this screen, they should again clear their cache and try again.



• You can click on 'Skip Now' if you're asked for your cell number.

subject, we need a form to complete your enrollment for each course.

- You <u>WILL NOT</u> receive an email confirmation after submitting your form. You'll see a message stating your form was submitted.
- Are you taking more than one CCIHS course for college credit? You will need to complete a <u>form</u> for each course – you may need to log in to complete each form. Note: if you are taking two courses with the same title (example HISTORY 205 / HISTORY 206; WF 100 / WF 102) you will need to complete two forms. Even though you are selecting the same

Thank you!