



Did you complete your College Credit in High School (CCIHS) Online Application? (Step 1)
 Your registration cannot be finalized without your application <https://www.uwgb.edu/ccihis/apply/>

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: <https://www.uwgb.edu/ccihis/register/>
 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.

- Complete all required fields to create your account.
- 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.

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)*

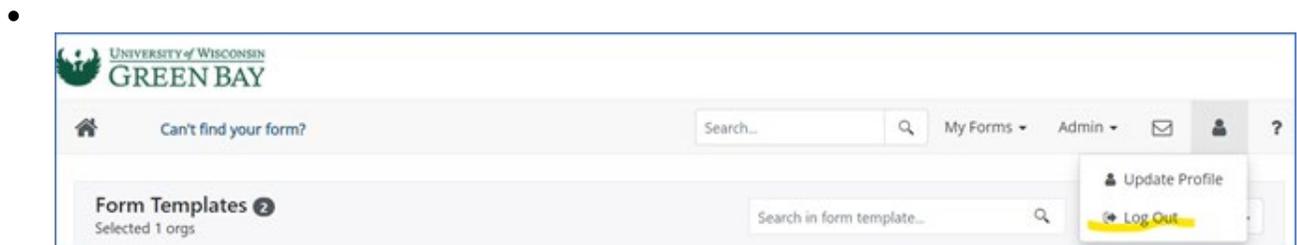
Submit your registration form.

- 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.

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.
- You WILL NOT 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 [form](#) 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 subject, we need a form to complete your enrollment for each course.

Thank you!