CAPP Course Online Registration Directions

1. Refer to UW Oshkosh and CAPP email with ID number and directions to activate your accounts. You will use your NetID log in to access the online registration site.
   a. Follow this link to activate your NetID: [http://www.uwosh.edu/acs/services/account-services/netid-account](http://www.uwosh.edu/acs/services/account-services/netid-account)
      • Click on the link under “Never Logged in with your NetID”
      • Change to “First-time Activation”
      • Follow directions under #3 in the email to figure out your username (first part of your email address)

2. Go to: plonedev.uwosh.edu/capp Link also available on CAPP website
   a. Click the group which contains the first letter of your high school’s name under Registration Forms
   b. Log in with your NetID information
   c. Select "Start New Registration Form"
   d. Complete Course Registration form and check all the boxes under Student Signatures indicating that you agree to by enrolling in a college course.
   e. Submit registration.

3. *If you are enrolling in more than one course, you must submit a separate registration form for each course.*

4. Next Steps
   a. Your eligibility will be verified by your teacher and CAPP Office and your registration form will be approved. If you do not meet eligibility, the application must also be approved by the UW Oshkosh faculty liaison.
   b. **Please check your UW Oshkosh student email account regularly.** You will receive an email in your UW Oshkosh email after your form is approved or if you are denied for any reason along the way. You can also check status of your application by logging back in to the website above:
      • Click on the CAPP Collections button
      • Click on Applicant
      • Your application will show in the appropriate section. Any under “Active” are still waiting for approvals. Any under “Approved” are approved and you will be enrolled shortly.

**IMPORTANT DATES**
- Please visit [www.uwosh.edu/capp/students/semester-deadlines](http://www.uwosh.edu/capp/students/semester-deadlines) for important deadlines.

Website: [www.uwosh.edu/capp/students/online-registration-pilot](http://www.uwosh.edu/capp/students/online-registration-pilot)
Help with Registration: [capp@uwosh.edu](mailto:capp@uwosh.edu) (include name and ID number) or 920-424-3003
Help with logging in to accounts (Help Desk): 920-424-3020