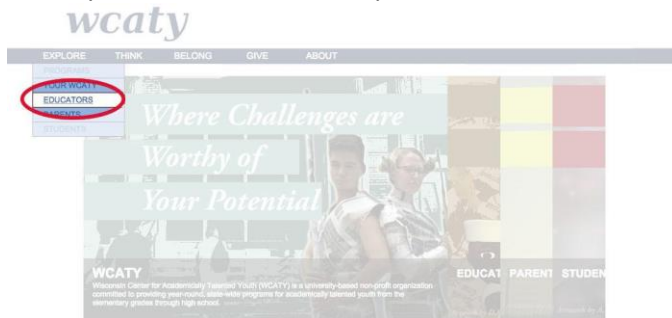


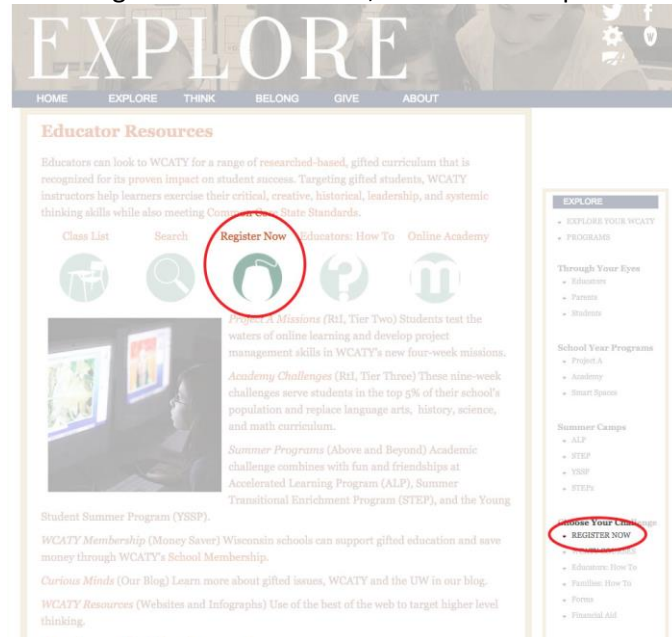
Academy Registration for Educators

Registering a New Student:

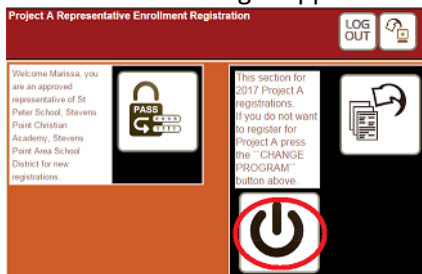
1. Begin at the WCATY homepage (wcatyweb.org)
2. Hover your mouse over the 'Explore' tab and select 'Educators'



3. On the right side of the screen, look for the 'Explore' column. Select 'Register Now'



4. Select 'Academy'
5. Select 'A Group Rep'
6. If you are not new to WCATY, continue to step 8
7. If you are new to WCATY:
 - a. Contact WCATY at 608-890-3260 or academy@wcatyhelp.education.wisc.edu
 - b. Be sure to have your school district information and contact information ready
 - c. Continue to step 8
8. Enter your User Name and Password
9. Click on the 'Begin Application' icon



10. Scroll through the list of courses and click the red 'Select' button next to your class

11. Click 'Create New' under the 'Your Students' section

- Enter your student's information
- Fields in black are required
- Review your information. If it is correct, scroll down and click 'Submit'
- Click 'Yes'
- Your student should appear in the 'All Course Candidates' list on the right side

Registering an Existing Student:

- Follow steps 1-10

- Find your student in the 'Your Students' dropdown menu:
- Once you've selected the student, click 'Sponsor a Candidate'
- Your student should appear in the 'All Course Candidates' list on the right side