



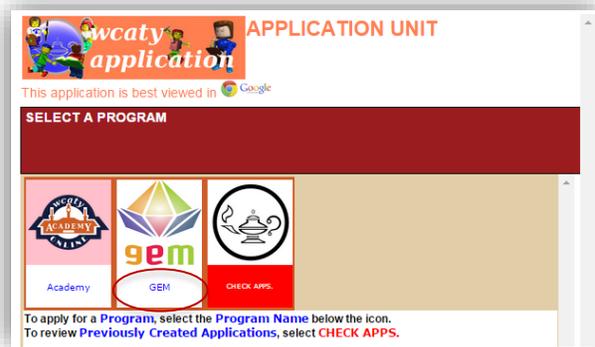
Help Guide: Program Registration

NOTE: You will need to fill out an application for each course you register for. However, you only need to pay the application fee once.

1. Begin at the WCATY homepage (wcaty.wisc.edu) and click on 'Register Now.'



2. Click on the 'GEM' WORDS in the icons.



3. Select an 'Individual'



4. If you are returning to WCATY, continue to step 6
5. If you are new to WCATY:
 - a. Create a login under the 'New?' tab. You may need to push on the gray tab to open the box.

NEW? | Create A Log-In

Users are allowed to fill out and file multiple applications.

User First Name: _____ User Name: _____

User Last Name: _____ Password: _____

User Email Address: _____ Password: (enter again) _____

Passwords may contain Letters, Numbers and the following Symbols (~ @ ^ & () - _ { } .)
NO SPACES!

Please click here acknowledge our Privacy Policy

ENTER

- b. NOTE: Make sure you read the password restrictions and click on the 'privacy policy' box. You may see the screen flash when you push 'ENTER.'
 - c. Now that you have created your username and password in the top section, you will need to move on to STEP 6 and log in with your username and password in the 'Individuals' section.

6. Enter your Username and Password in the 'Individuals' tab and push 'LOG-IN'

NEW? | Create A Log-In

INDIVIDUALS | Log-In

▲ User Name: _____

Password: _____

LOG-IN 1

7. Push the 'Begin Application' button

wcaty application GEM

This application is best viewed in Google

GEM Individual Application Registration

LOG OUT

Welcome Marissa, you are approved for a new Course Application.

This is a NEW, Top Secret

IMPORTANT:

If a screen does not load right away after pushing a button, please give it some time. The system is working to pull up all the information.

8. Scroll through the list of courses and click the red 'Select' button next to your first choice class
9. Input your Student's information in the boxes in the registration page. **IMPORTANT: If your child is *returning to WCATY, push the red 'select' button next to their name. That action will autofill the information for you. Please make any necessary updates.**
10. Select a second choice class below your first choice option. Please be sure to pay attention to the AM and PM sessions of each class.
 - a. All of the new applicant data will be entered in the boxes below:

*Returning to WCATY

APP ID	LAST NAME	FIRST NAME	DOB	LEVEL
12	Dongwon Im		2015	ALP
13	Tobe Irukwu		2015	ALP
14	Bocar Jallow		2016	STEP-X

- b. When you are sure the information is correct, click 'Submit.' This will open the next section for you. You will then click 'insert.' You will continue this process until you get to the 'endorsement' section of the application.

When you see the 'Endorsed' bar and 'Thank you for applying' words underneath, the written portion of the application is complete. All you will need to do is upload the documents.

11. Use the uploading tools in the "Standard Additional Requirements" section to upload one of the following: the writing sample, grade report, or standardized tests. You will have to use the "scroll" bar on the right side to see all of the requirements. The required "New Student Recommendation Form" can be downloaded from the "School Year Forms" section of the website, and the teacher need to send that form directly to WCATY.

12. When you have uploaded the required documents, a “view” and “delete” feature will appear in the document section. If you need to change or update the document you submitted, you can use the red “delete” button.

Press to upload required documents.

Use to view submitted document and delete current document.

Submit online health form.

Check your application status.

Pay application fee online.

Tuition and payment information.

13. Use the blue box area to fill out and submit the online health form. This can be done at a later date, but is due by the beginning of February.

14. You will be able to log back into the registration unit to check your application status, upload additional documents, and make tuition payments. A packet will be sent to the address you provided with more materials and information.

15. If you have any questions regarding the online application, please feel free to call the WCATY office at 608-890-3260 or email wcaty@education.wisc.edu.