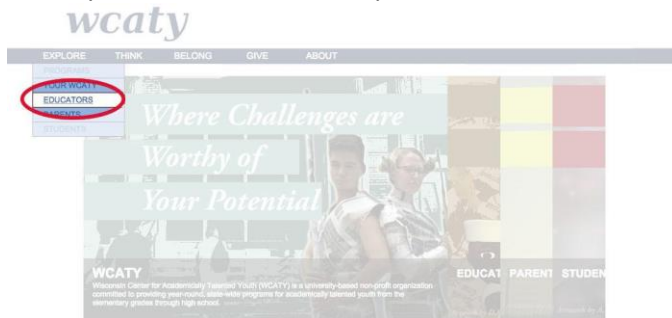


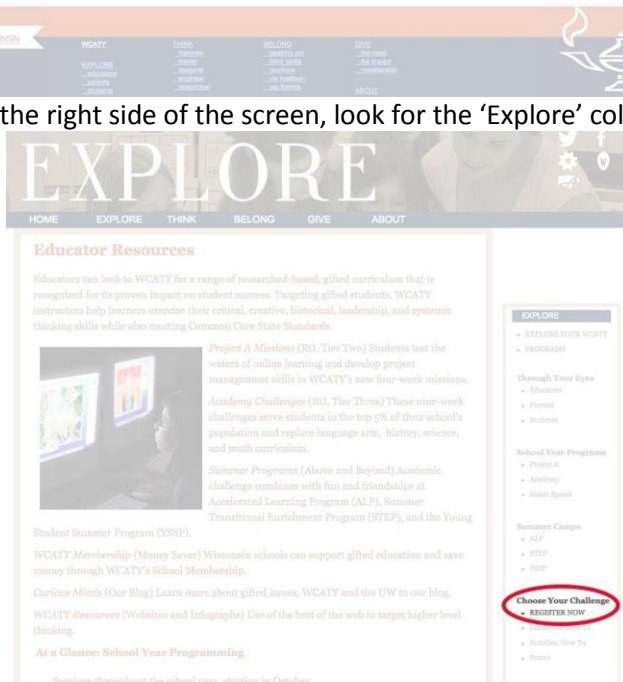
## Project A Registration for Educators

### 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 'Project A'
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

The screenshot shows the 'EXPLORE' website interface. At the top, there is a navigation bar with 'HOME', 'EXPLORE', 'THINK', 'BELONG', 'GIVE', and 'ABOUT'. Below this is a banner for 'Project A' with a 'wcaty application' logo. The main content area is titled 'Project A Representative Enrollment Registration' and includes a 'CHANGE PROGRAM' and 'LOGOUT' button. The form is divided into several sections: 'New Candidate Information 596', 'Personal Information' (with fields for First Name, Last Name, Gender, Birth Date, Race, and School/Grade), 'Educational/Financial', 'Contact Information' (with fields for Address, City, State, ZIP, and Email), and 'Guardian Information' (with fields for First Name, Last Name, and Email). A sidebar on the right contains a 'Your Students' dropdown menu with options for 'EXPLORE', 'EDUCATORS', 'PARENTS', 'STUDENTS', 'REGISTRATION', and 'PROGRAMS'. The main content area shows 'Design Challenges, How to Invent Enrollment List' and 'All Course Candidates'.

- 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

The screenshot shows a 'Your Students' dropdown menu. The menu is open, showing a dropdown list with '(please select:)' and two buttons: 'SPONSOR A CANDIDATE' and 'CREATE NEW'. Below the menu is a 'Your Candidates' section with a dropdown list showing '(please select:)' and a 'REVIEW / RETRACT' button.

- 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