WEB ENROLLMENT INSTRUCTIONS

- **Set up a MyWashburn account.** To activate your account you must have your WIN number and an activation code sent to you by email. If you do not have an activation code, contact the Admissions office (785-670-1030 or 800-332-0291 ext. 1030). You **must** have your WIN number available in order to be given an activation code. Once you have an activation code, go to [www.washburn.edu](http://www.washburn.edu) and click on “MyWashburn.”

- **First Time Washburn User?** Click on “Activate Account/Retrieve Account Information.”
Complete the account activation process. Carefully reading the directions on this page, enter your WIN number and the last four digits of your account activation code. Your user name should be your first name dot last name. A temporary password will be provided so you may complete the enrollment process.

Log into MyWashburn.
**MyWashburn main page once logged in.** Please note the tabs across the top of the screen. Click on “Student Academics.”

Once you are on the student academics page, you will want to "REGISTER FOR COURSES/ADD OR DROP COURSES." Each course has a CRN#. In order to complete enrollment use the Course Worksheet so that you may document each course CRN# and course name during the enrollment process (Last page of this document).
- Select the Term from the drop down box and click Submit.

- Enter your REGISTRATION PIN and select SUBMIT.

- Select "Search for Available Courses." From the Subject list, scroll down and select Nursing and click Course Search. Note: To register for IS170 Library Research Strategies - Health, you will need to select Interdisciplinary Studies.
Select Course to Register. Use the following worksheet to document your CRN# and course name (Example has been provided for you.) Scroll down to be sure to register for all courses for the session you are enrolling for. Click on “View Sections.”

Select Courses to Register:

- 102 Medical Terminology
- 103 Power Up: Success Online Learn
- 220 Principles of Nutrition
- 301 Applied Pharmacology for RNs
- 306 Health Assessment & Promotion
- 311 Fund. Nurs. Practice/Practicum
- 316 Pharmacology with Lab
- 318 Professional Transformation
- 321 Professional Transformation
- 325 Intro to Nursing Informatics
- 328 Evidence-Based Nursing
- 333 Stress Management for Nurses
- 335 Special Topics/Nursing

To view additional information about a course, select its Course Reference Number (CRN).

If you do not wish to register at this time, and you are finished searching for courses, select Registration Menu at the bottom for other options.

For Textbook ISBN numbers, go to Textbook Lookup and select the appropriate semester and then course/section. The majority of the textbook ISBNs are available the first day of enrollment each semester - additional ISBNs are added as new textbook adoptions are sent to the university Bookstore.
### COURSE ENROLLMENT WORKSHEET

<table>
<thead>
<tr>
<th>CRN NUMBER</th>
<th>COURSE NUMBER, SECTION, NAME, AND FACULTY</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 5 9 4</td>
<td>IS170 VD Library Research Strategies – Health G.Wilson</td>
<td>1</td>
</tr>
</tbody>
</table>

☐ **Use information from above worksheet.** Select “REGISTER” at the bottom of the screen to add your section(s) to the current course schedule section on the Register for Courses screen.

☐ **Verify Your Schedule.** After submitting your courses, you should verify your schedule by selecting “View Student Course Schedule by Day and Time” at the bottom of the screen.

☐ **Once registration is complete.** The student is obligated to pay all associated tuition and fees unless you withdraw yourself from the courses prior to the published 100% tuition refund date. This information is available on the Academic Calendar.

Should you experience any difficulty or need assistance, please contact Mary Allen, Director of Student Services, to assist you. You may reach Mary at 785-670-1533 or mary.allen@washburn.edu.