1. Create your **WildCat username and password**

2. Find the school at which you are taking CE courses in the list under the "Schools" tab.

3. Click on the link for your school. Please make sure you allow pop-ups from weber.edu

4. Click on "Browse by Subject"

5. Select your subject from the list

6. Select the course by clicking on "add" on the right side of the screen.

7. Add more courses if needed.

8. Verify that the courses are correct then click on "View and continue Registration" in the lower right hand corner of the screen.

9. If the courses are correct, click on "Register" in the lower right hand corner of the screen. A window will pop up asking you to "open a new window to sign in."

10. Sign in using your WildCat Username and Password, then (when it says "Single Sign On" successful) close that tab or window.

11. You will be brought back to Registration Results. Check to make sure you are registered for all your Concurrent Enrollment courses offered by Weber State, noticing the Total Tuition amount. Click on "continue" in the lower right hand corner

12. Read and accept the Registration Disclosure

13. Click on "Proceed to Payment" in the lower right hand side of the screen.

14. A page with payment by credit/debit card information will appear. Click on "Submit Payment" in the lower right hand corner of the screen. WARNING: Turn off pop-up blockers to continue.

15. A new window will pop up with payment information. If you get a box that says "Awaiting Payment," -- check to be sure you have pop-ups allowed. The payment processing window will not work unless you have allowed pop-ups from weber.edu.

16. Select payment method and enter information asked for.

17. When you receive the Payment Processed message, print out your receipt and close the window.
18. This should take you back to the final invoice, where you have the option of printing your registration or "go back home"

19. If you need to register for a course at another school, sign out (at the top right hand side of the home page) and follow these directions for the other school.

20. You will receive an email (to the address you entered on the credit card screen) to confirm your payment.