

# WEBACCESS REGISTRATION PROCEDURES

## To begin log-in to your WebAccess Account

1. Connect to the Internet and go to <http://wa.campbell.edu>
2. Login using the following information (First time users ONLY!):
  - a. Username: First Initial Middle Initial Last Name Birth Month (2 digits) Birth Day (2 digits) If you have no middle initial use an underscore.
  - b. Password: Last 6 of your SSN
3. Your first login will prompt you to change your password. Your password will need to be 6-9 characters long, alpha and numerics.

NOTE: This will be the same username and password you will use for your Campbell email.

## To Register (Reminder: If you are Active Duty Army using Tuition Assistance you must go through GoArmyEd system at <https://www.goarmyed.com/login.aspx>):

1. Once logged in to WebAccess you will click on the hyperlink Register for Sections
2. Then click on hyperlink Search and register for sections

a. Enter Search Criteria:

For this section you will need to enter at least 2 search criteria. Examples and guidance are listed below.

*Term:* ex. Ft Bragg UG Spring I 11

*Subject:* ex. Psychology (this would bring up all psychology classes being offered at the campus and term you selected.

b. Once all search criteria is input click submit at the bottom of the screen.

NOTE: These areas are all pretty self-explanatory. You do not want to include too much information at first. I suggest inputting the campus/term and the subject areas to start. This will show all courses in the areas you are interested in. Then you can narrow your search from there.

3. Now all the search specific courses will come up. There are a few things you want to pay close attention to when selecting courses.

a. Are they required for your degree plan? If they aren't you can still take them but if you are receiving any sort of benefits they may not be covered and you may have to pay out of pocket.

b. What days and times do they meet? You do not want to register for two classes that meet at the same time.

c. You can take a maximum of 9 semester hours per term and 18 hours per semester.

d. Keep in mind; you can only take 2 Internet classes per semester (that includes term one and two).

e. Once you have selected the classes you want to take by checking the select box on the left hand column you will scroll to the bottom of the page and click submit.

4. Once you are certain you want to take these classes you will click the down arrow next to the class and highlight "Register." From here you will click submit. Congratulations, you are now registered for these classes!

5. Visit our website <http://www.campbellfortbragg.com/> to look up the books required for you classes. There is a link on there for [resources](#). You will find the current booklist and a document titled [textbook options](#) with numerous resources you can use to purchase your textbooks.