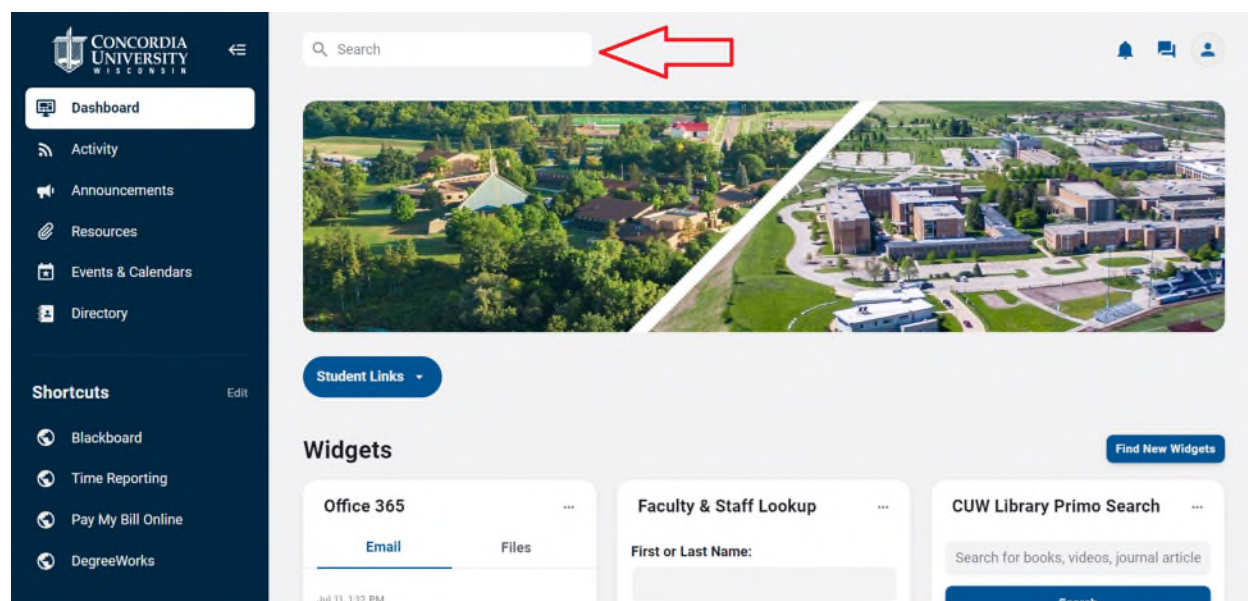


## Navigating the CUWAA Portal

To access the portal, go to <https://my.cuw.edu/> or <https://my.cuaa.edu/>, depending on your affiliated school. Below you will see instructions on how to view various tools in the Portal.

**NOTE:** The portal also has a search bar that can be used to search for anything on the portal.

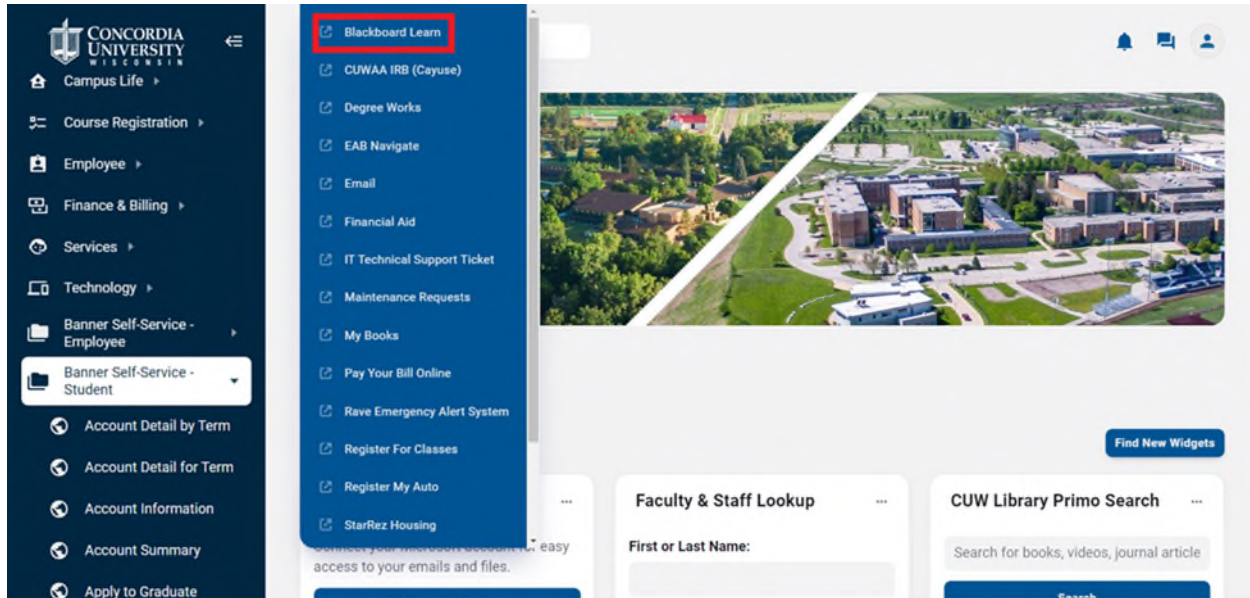
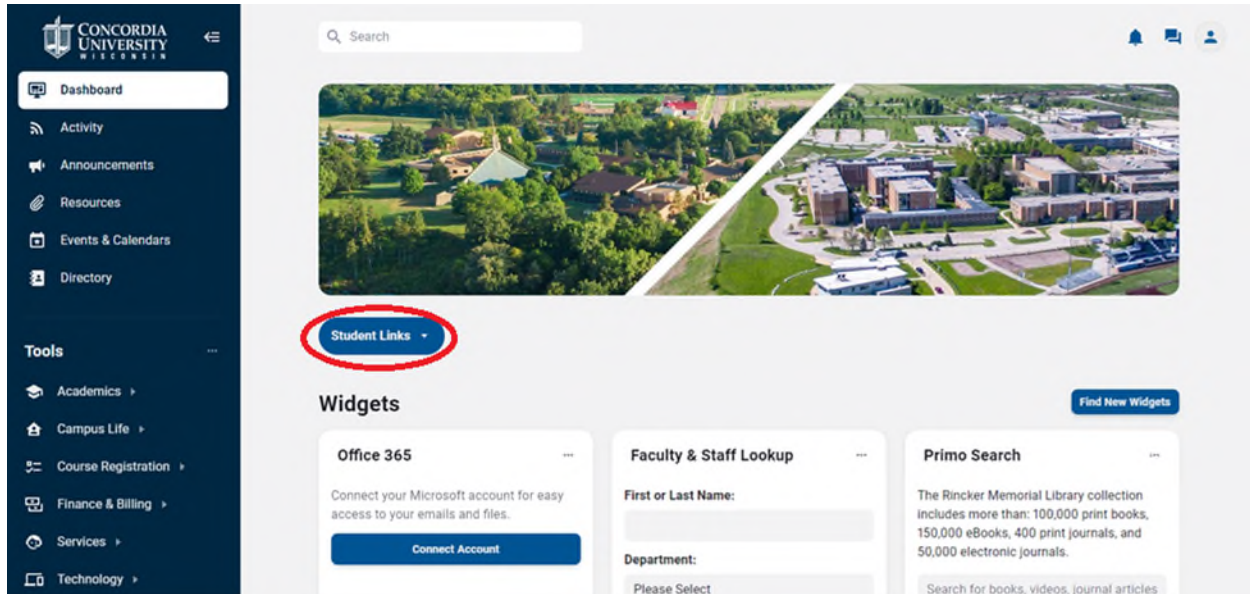


### Table of Contents

Blackboard	Page 2
CUWAA Email	Page 3
Class Search	Page 4
Webprint (Papercut)	Page 5
1098T Form	Page 6
Unofficial Transcripts	Page 8
Make an Online Payment	Page 10

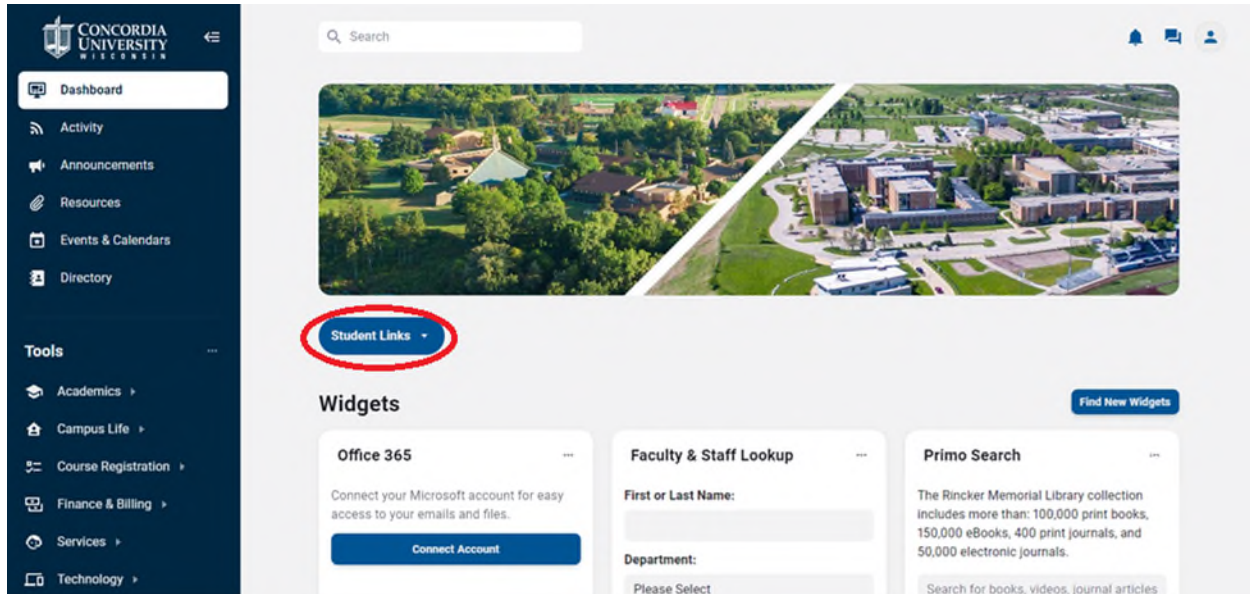
## Blackboard

On the dashboard select *Student Links* or *Faculty Links*, then select *Blackboard Learn*. You will be redirected to the Blackboard login page.

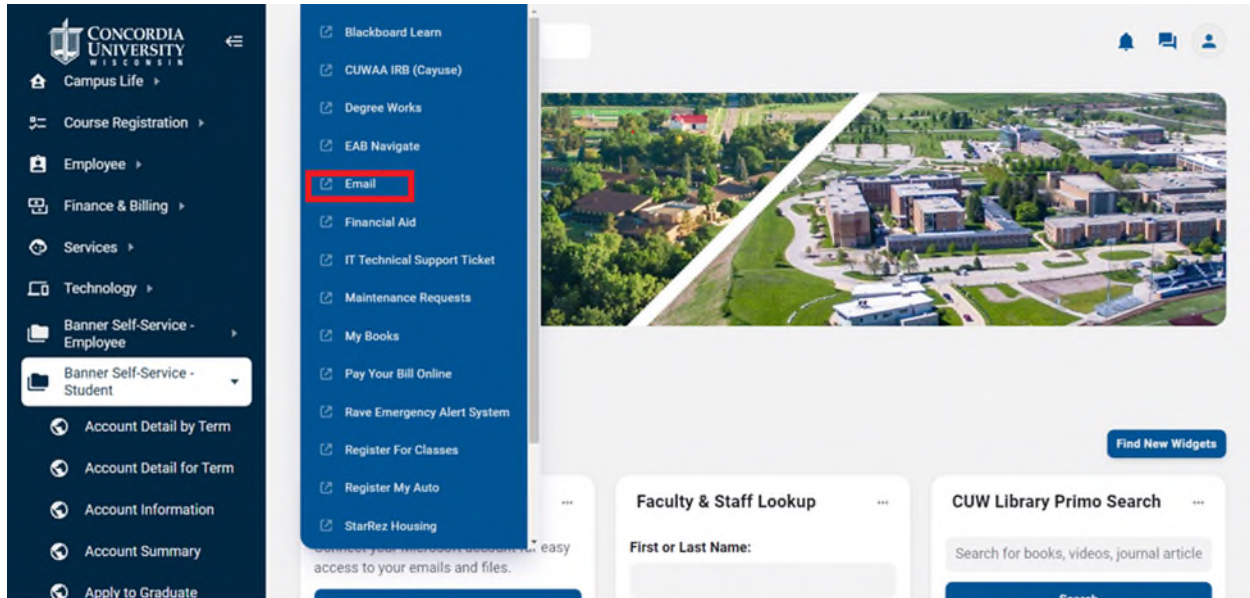


## CUWAA Email

On the dashboard select *Student Links*, Employee Links, or *Faculty Links* then select *Email*. You will be redirected to the Microsoft login page to sign in.



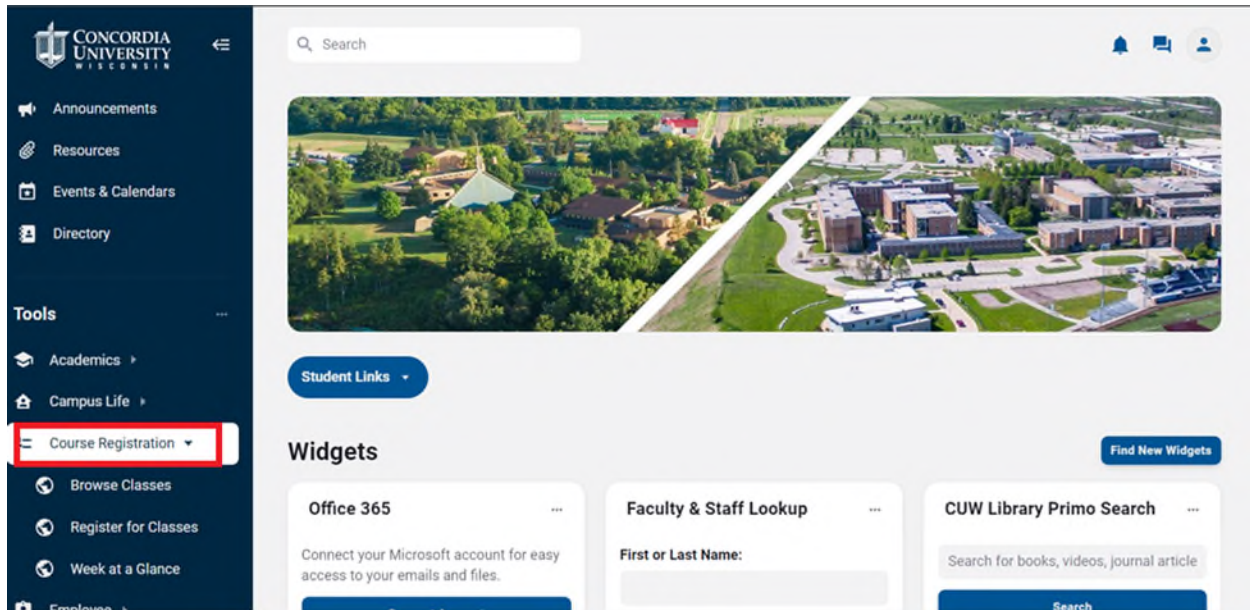
The screenshot shows the Concordia University Wisconsin dashboard. On the left is a dark blue navigation sidebar with the university logo at the top. Below the logo are sections for 'Dashboard', 'Activity', 'Announcements', 'Resources', 'Events & Calendars', and 'Directory'. A 'Tools' section follows, listing 'Academics', 'Campus Life', 'Course Registration', 'Finance & Billing', 'Services', and 'Technology'. In the main content area, there is a search bar at the top, a large aerial photograph of the campus, and a 'Student Links' button circled in red. Below this are three widget cards: 'Office 365' with a 'Connect Account' button, 'Faculty & Staff Lookup' with input fields for 'First or Last Name' and 'Department', and 'Primo Search' with a search bar and a 'Search' button.



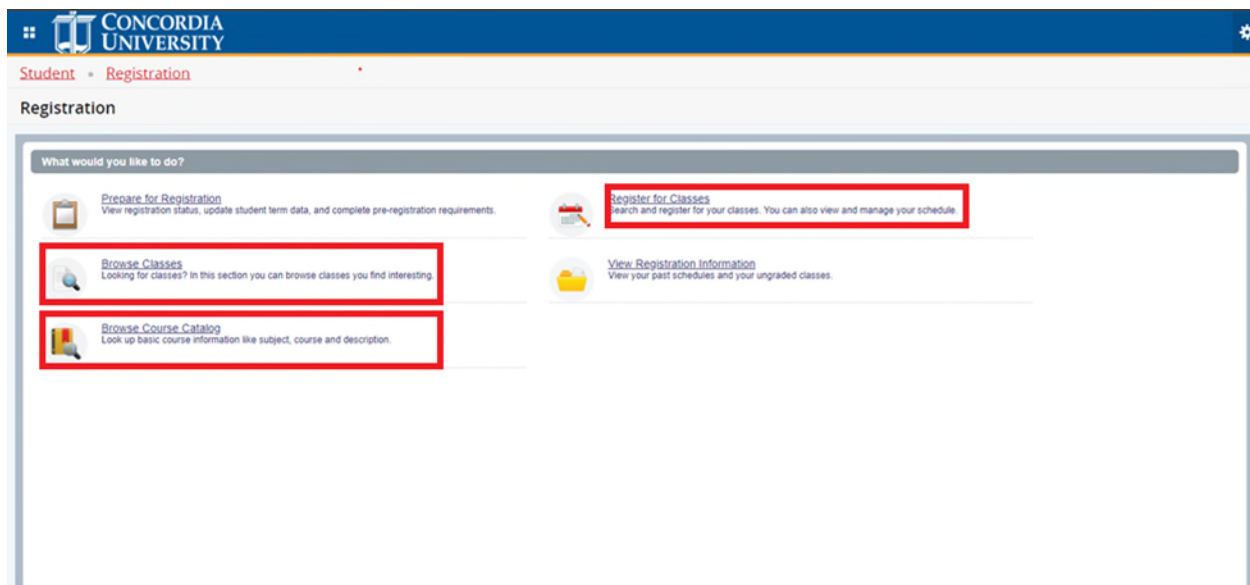
This screenshot shows the same dashboard as above, but with the 'Student Links' menu expanded. The 'Email' option is highlighted with a red box. The 'Office 365' widget is partially visible at the bottom, showing the text 'Connect your Microsoft account for easy access to your emails and files.' The 'Faculty & Staff Lookup' and 'CUW Library Primo Search' widgets are also visible, with the 'Primo Search' widget showing a search bar and a 'Search' button.

## Class Search

On the left of the webpage select the *Course Registration* tab. If you would like to look up a class select *Browse Classes*. You can also select *Browse Course Catalog* for more information on the courses or *Register for Classes* once you know which class you would like to register for.



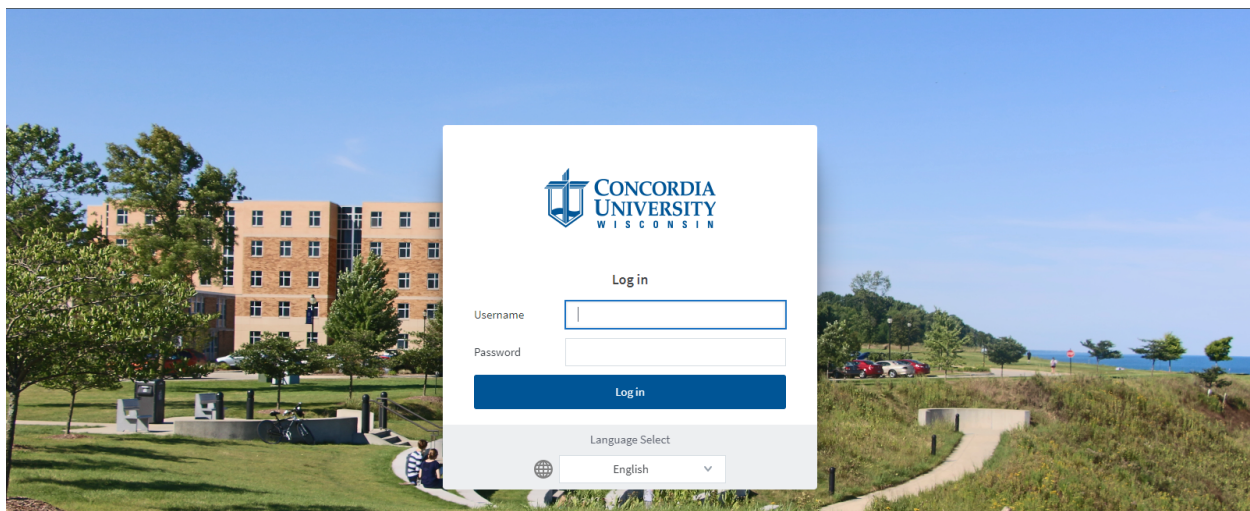
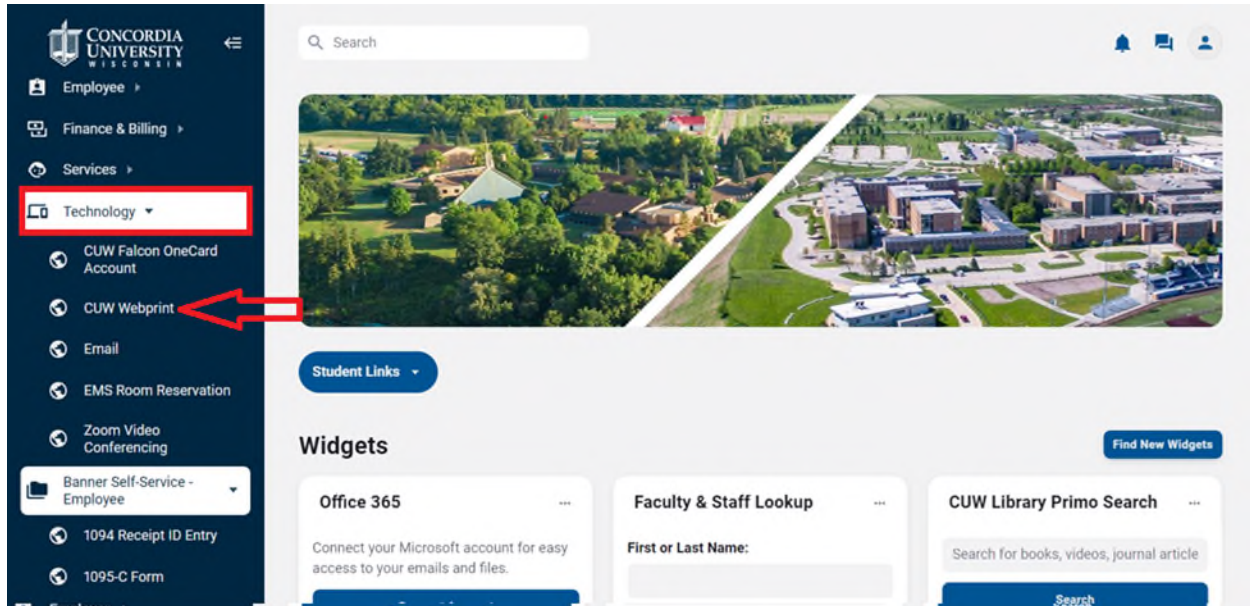
The screenshot shows the Concordia University Wisconsin homepage. On the left is a dark blue navigation menu with the university logo at the top. Below the logo are links for Announcements, Resources, Events & Calendars, and Directory. A 'Tools' section contains links for Academics, Campus Life, **Course Registration** (highlighted with a red box), Browse Classes, Register for Classes, and Week at a Glance. The main content area features a search bar, a large aerial photo of the campus, a 'Student Links' button, and a 'Widgets' section with three cards: 'Office 365', 'Faculty & Staff Lookup', and 'CUW Library Primo Search'.



The screenshot shows the 'Registration' page on the Concordia University Wisconsin website. The breadcrumb trail reads 'Student > Registration'. Below the header, there is a section titled 'What would you like to do?' with five interactive cards. The 'Register for Classes' card is highlighted with a red box. The other cards are: 'Prepare for Registration' (View registration status, update student term data, and complete pre-registration requirements), 'Browse Classes' (Looking for classes? In this section you can browse classes you find interesting), 'Browse Course Catalog' (Look up basic course information like subject, course and description), and 'View Registration Information' (View your past schedules and your ungraded classes).

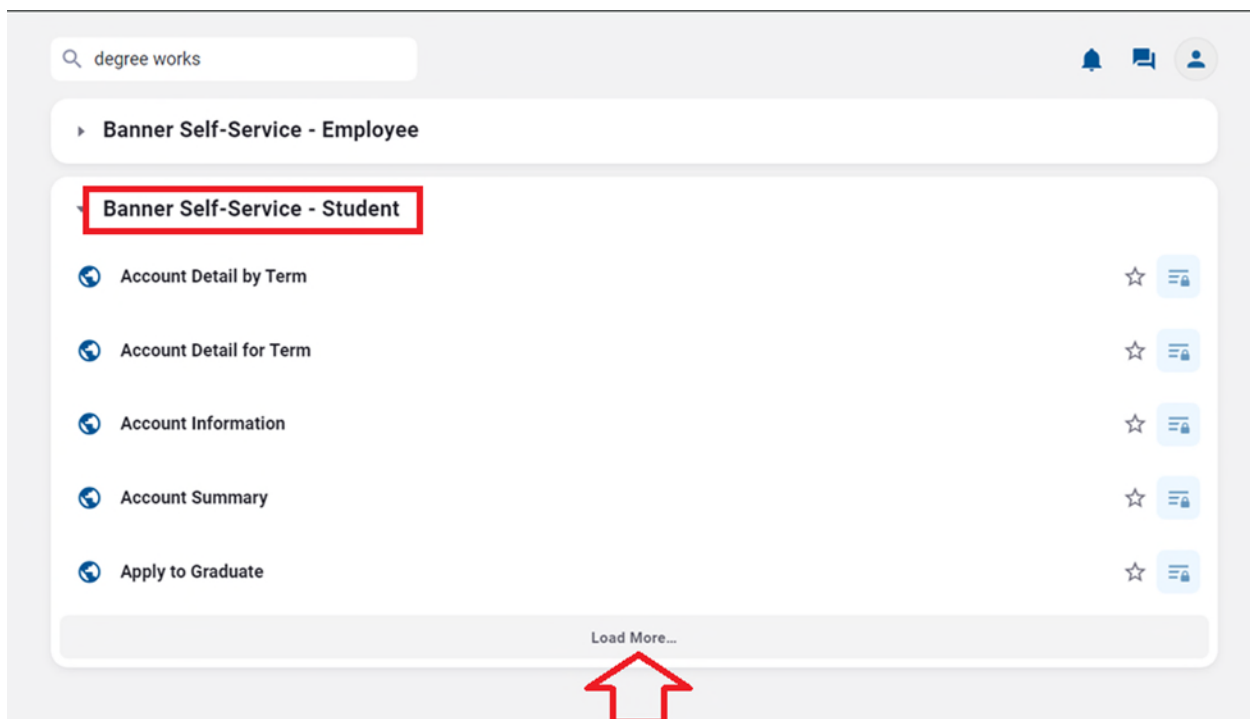
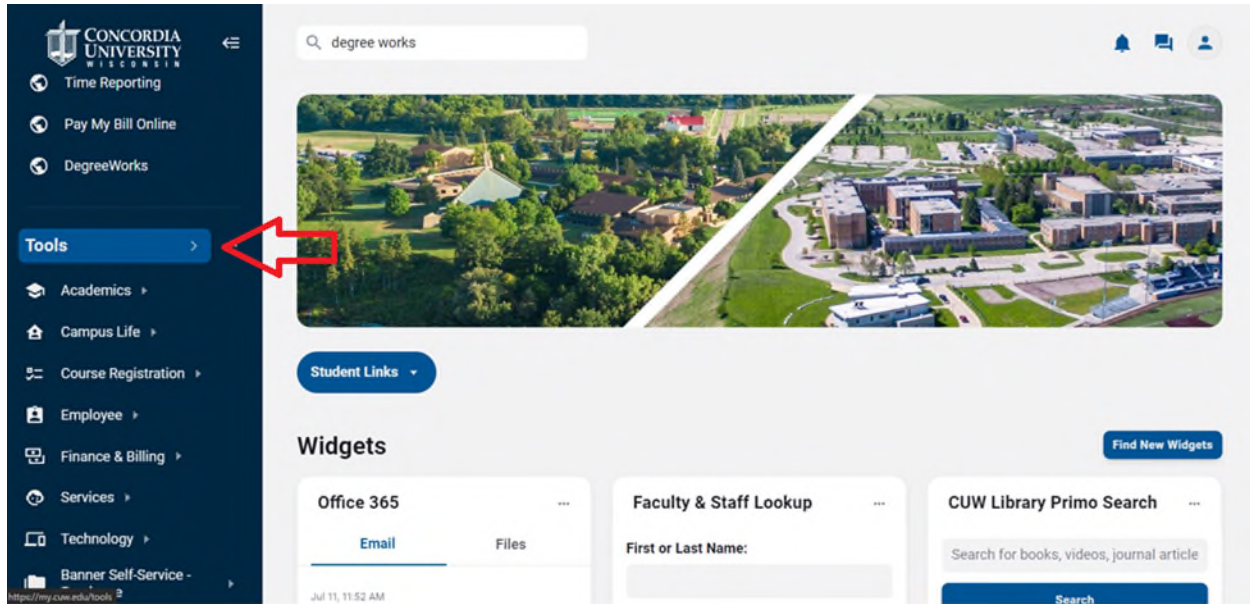
## Webprint (Papercut)

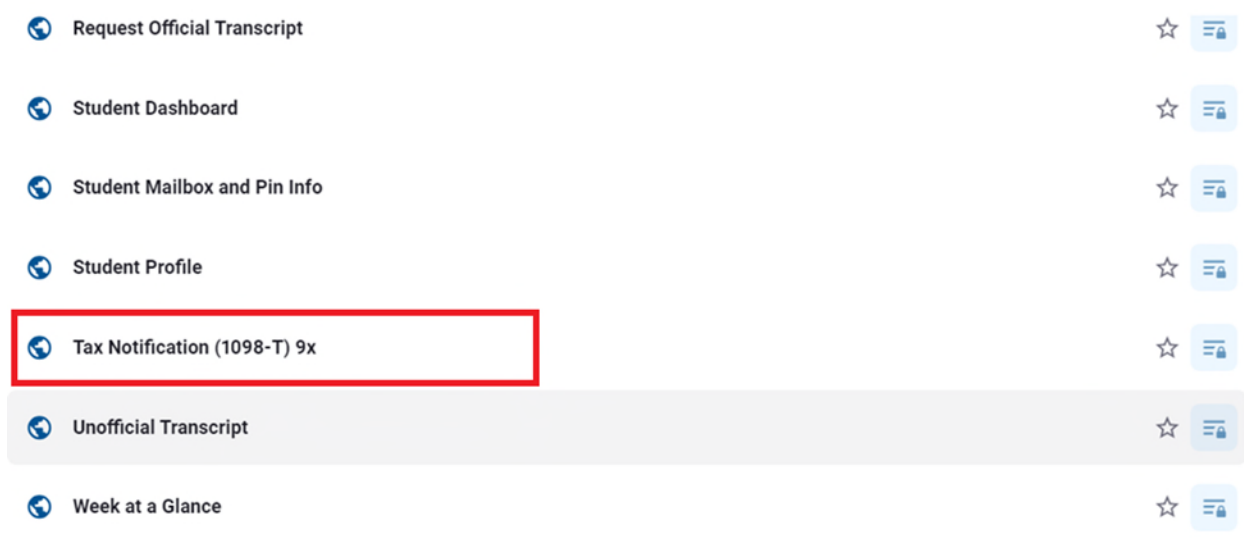
On the left of the webpage select the *Technology* tab and then select *CUW Webprint*. You will be redirected to the Webprint login page. Enter your Concordia username and password to log in.



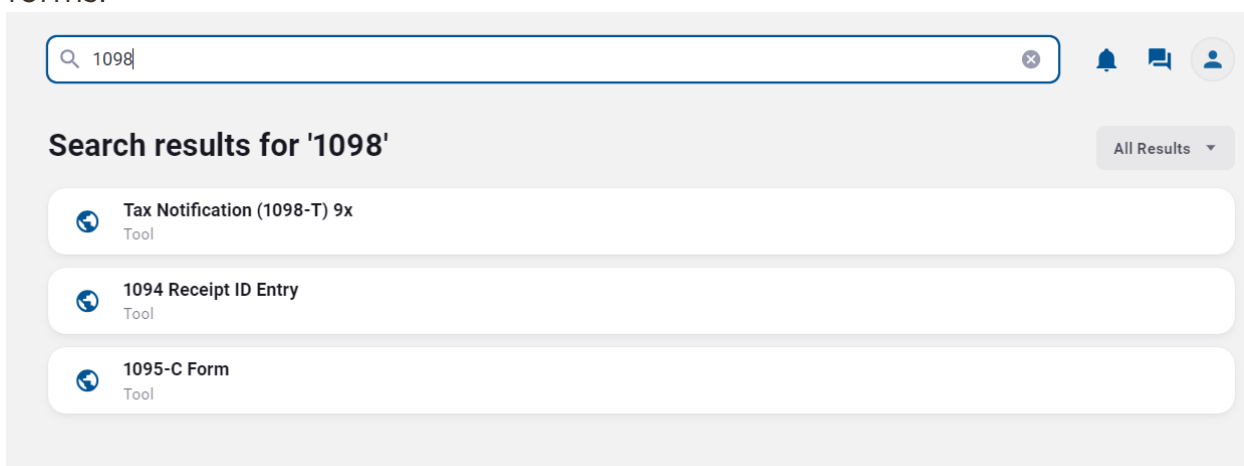
## 1098T Form

On the left of the webpage select the *Tools* tab, and click on *Banner Self-Service - Student*. At the bottom of the menu, select *Load More...* until you see *Tax Notification (1098-T) 9x*.



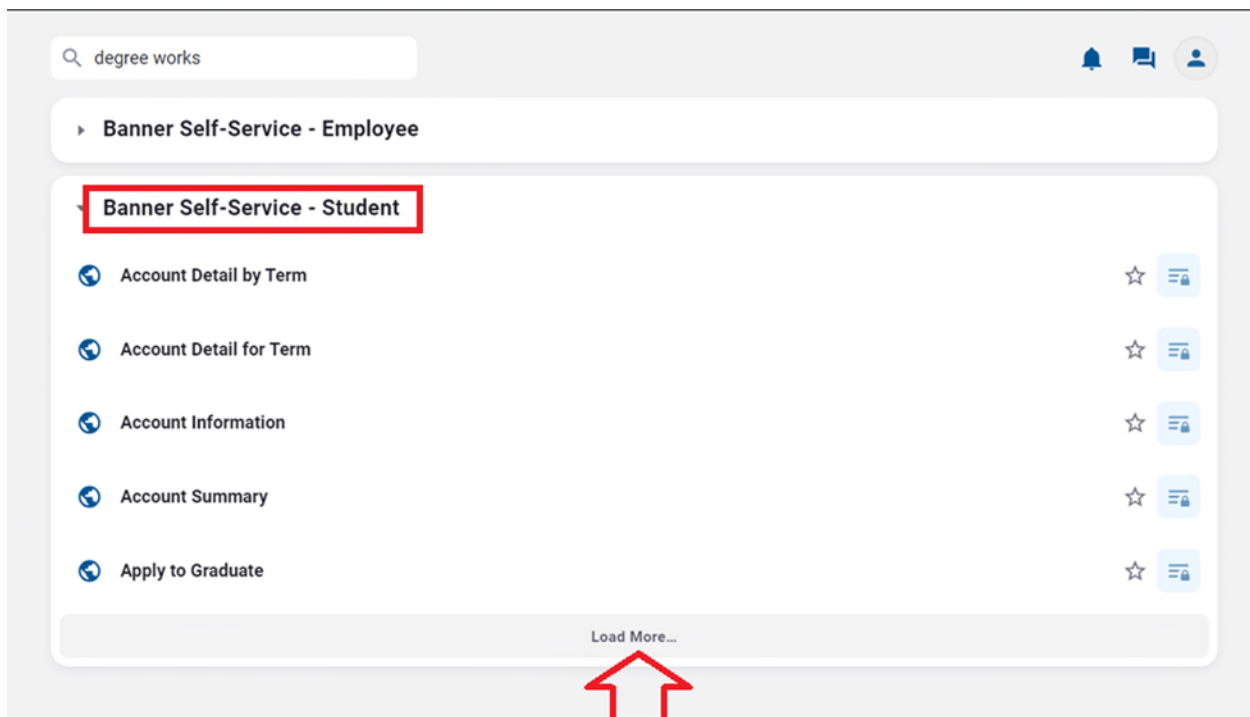
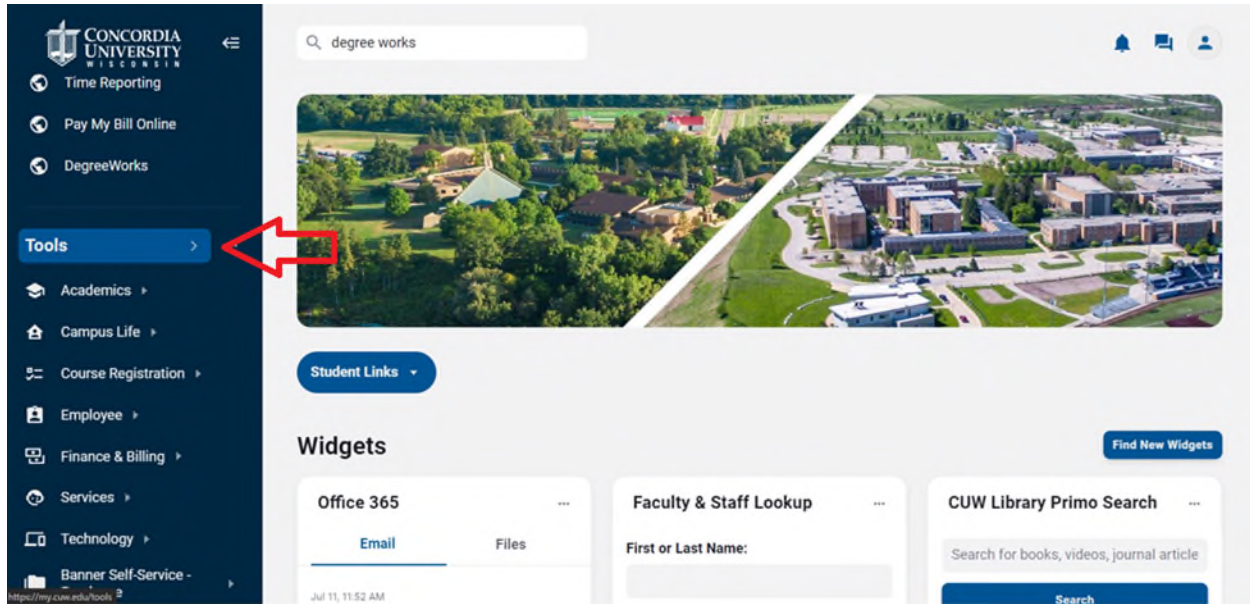


Alternatively, enter *1098* in the search bar at the top of the page to locate the forms.

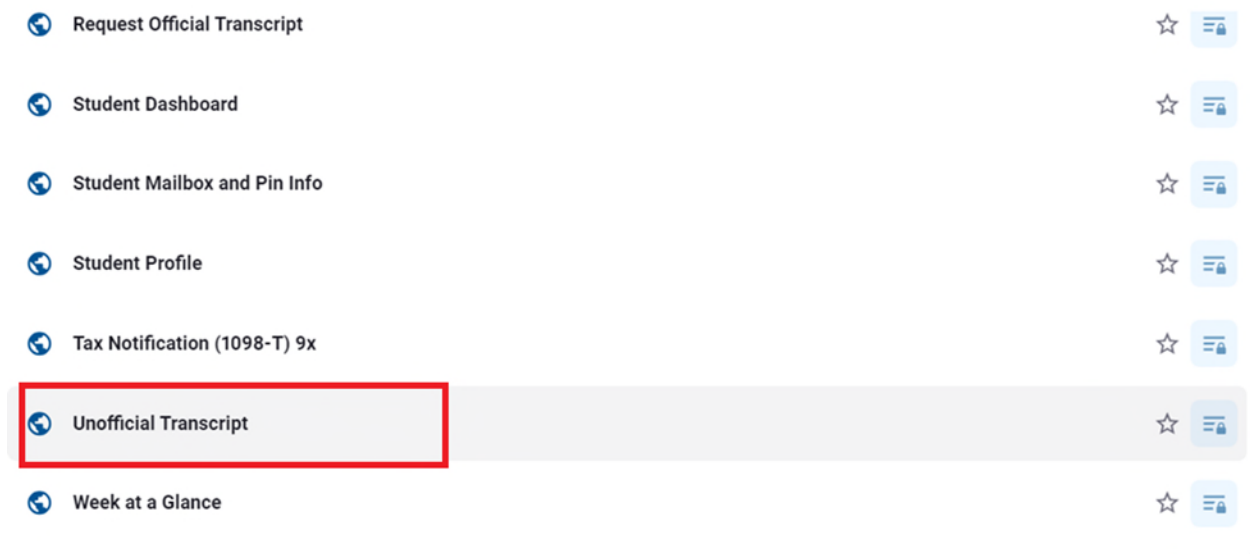


## Unofficial Transcripts

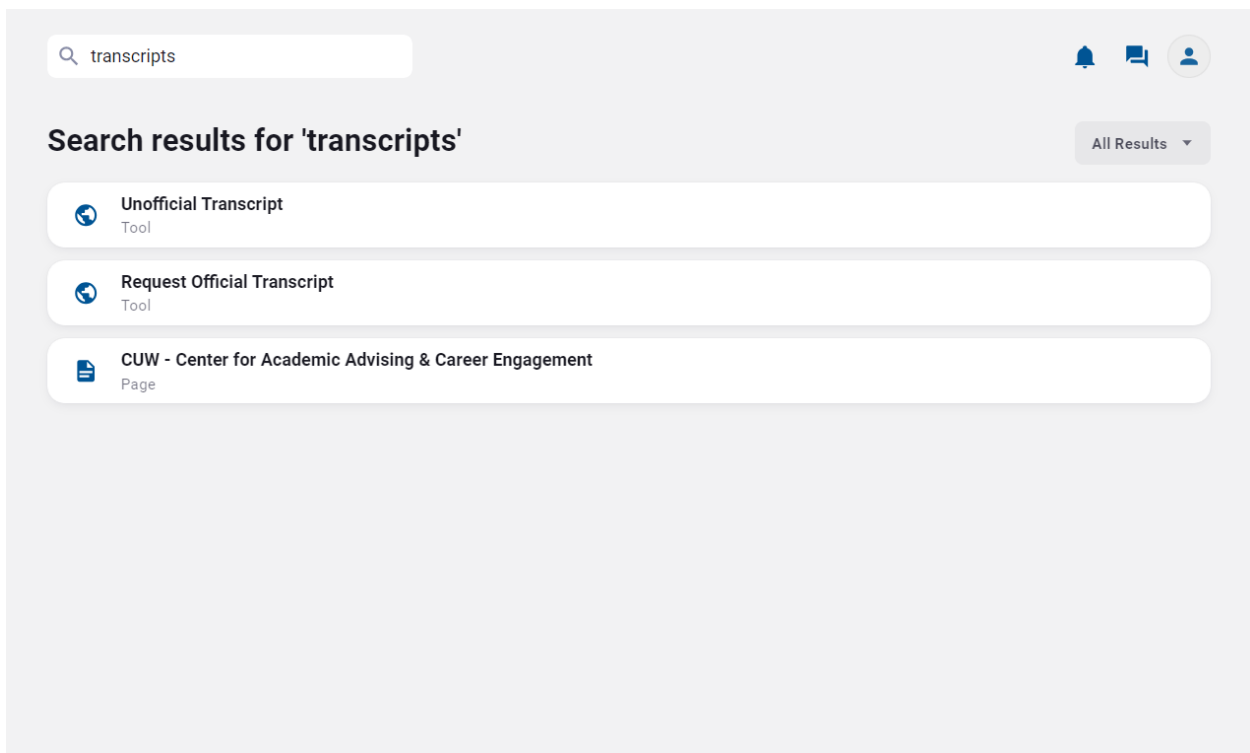
On the left of the webpage select the *Tools* tab and click on *Banner Self-Service - Student*. At the bottom of the menu, select *Load More...* until you see *Unofficial Transcript*.







Alternatively, enter *Transcripts* in the search bar at the top of the page to locate the forms.



## Make an Online Payment

On the dashboard select *Student Links* then select *Pay your Bill Online*. You will be redirected to the bill payment webpage.

