

Step One: Registration Online in cihs.cwu.edu

How do I register?

Go to cihs.cwu.edu

Click on the High School Student tile

If registering online for the first time, select "**Start New Application.**" Ensure accuracy in all details as you create your permanent CWU Transcript. **Don't create a new cihs.cwu.edu account if you already have one.** Use your full legal name, provide a personal email (not school-assigned), set a password, add your mailing address as your home address and add parent/guardian information including an email address. Verify all details and click SUBMIT. Keep your password secure for future class registrations. Find our useful [step-by-step Registration Guide](#) under Student Forms.

If You're Returning

If you already have a cihs.cwu.edu online registration account, then Log In (*this is not your MyCWU account*)

- If you have forgotten or lost your login information, let us know. **Do not start another account in cihs.cwu.edu.**
- Check all your personal information to make sure it's still accurate. If any information needs to be updated, please do so under My Profile tab.

Choose The Right Classes

Get ready to select classes

- Review and sign the Student Agreement regarding grades and policies.
- Pick your school, choose classes and the appropriate teacher.
- If you select the wrong class, you can choose it, delete it, and add the correct class.
- An example of choosing the right classes can be found in Student Registration Guide.
- Don't forget to click the "Apply for Selected" button at the bottom.
- **Confirm with your teacher that you show up on their roster after you register.**

Parent/ Guardian Consent is Required

Parent/guardians can add their consent by either

- Adding their signature now if they are available, within your registration portal, or
- Responding to the "Request for Consent" email which contains a link. They will get a daily reminder until they sign or the deadline is reached, or
- By downloading the Parent/Guardian Consent Form, which can be found under the Student Forms.

Your school will process your registration, then the CWU team will review it.

High School Partnerships

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