REGISTRATION INSTRUCTIONS IN PENN WEST

After you have download and configured your microsoft authenticator (additional instructions available on your home campus IT page) go to My PennWest

Click on SIGN IN

Enter your Legacy username but with @pennwest.edu as the second half of the login approach.
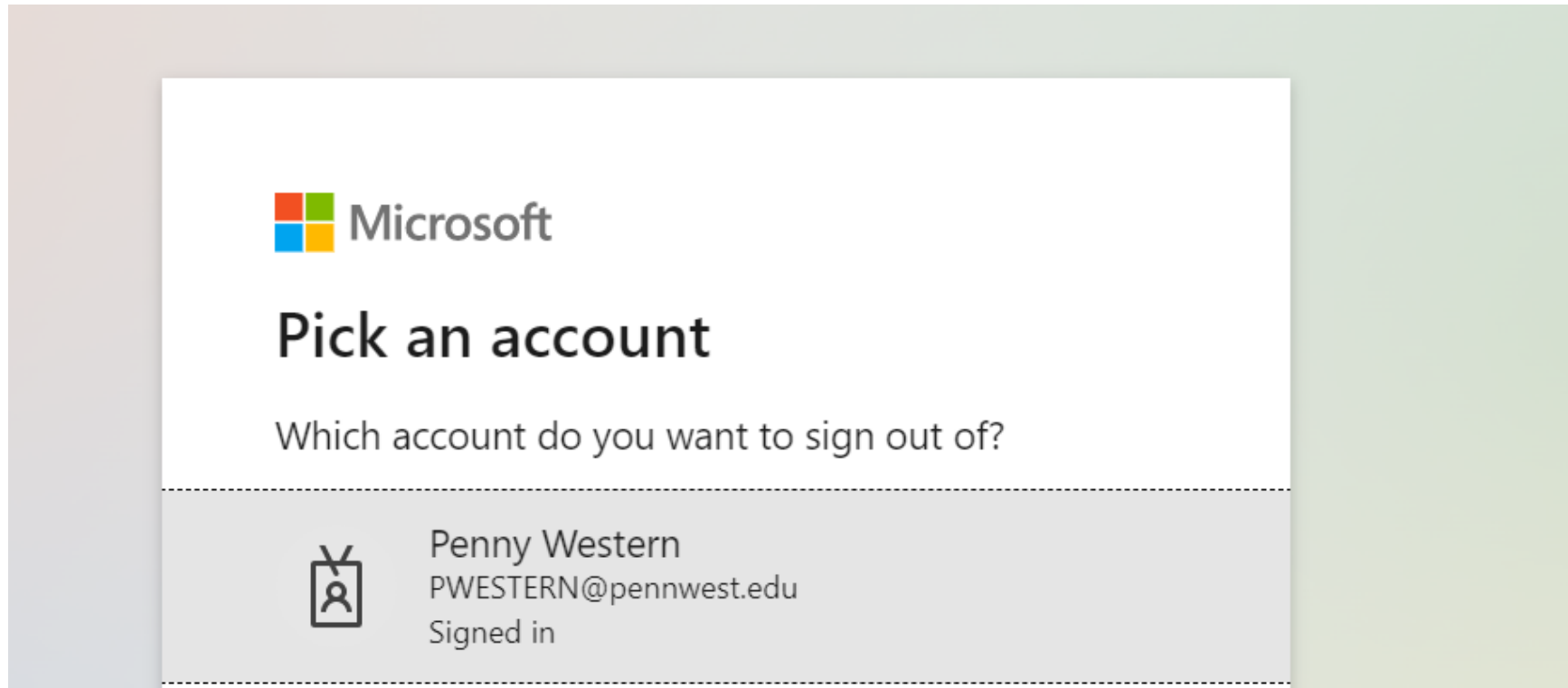
If you get an error similar to the one below, this generally means that you've tried to log in with your current campus email address. Try again with @pennwest.edu and if challenges still persist contact your campus IT office or techsupport@pennwest.edu

Sign in

Sorry, but we're having trouble signing you in.

AADSTS50020: User account '⬚⬚⬚@calu.edu' from identity provider 'https://sts.windows.net/62727258-6916-48be-8f99-20635977badd/' does not exist in tenant 'Pennsylvania Western University' and cannot access the application 'https://sts.windows.net/c6f25e7c-22e4-4537-872d-803622679b7b/'(Ethos) in that tenant. The account needs to be added as an external user in the tenant first. Sign out and sign in again with a different Azure Active Directory user account.

Troubleshooting details ✕

If you contact your administrator, send this info to them.
Copy info to clipboard

Request Id: ad375e03-339f-4ce0-bda7-3fb6ddc15100
Correlation Id: c75704a7-6aeb-4463-a457-bcb48a5eb6c6
Timestamp: 2022-03-08T19:24:19Z
Message: AADSTS50020: User account 'SWE0402@calu.edu' from identity provider 'https://sts.windows.net/62727258-6916-48be-8f99-20635977badd/' does not exist in tenant 'Pennsylvania Western University' and cannot access the application 'https://sts.windows.net/c6f25e7c-22e4-4537-872d-803622679b7b/'(Ethos) in that tenant. The account needs to be added as an external user in the tenant first. Sign out and sign in again with a different Azure Active Directory user account.

Flag sign-in errors for review: Enable flagging
If you plan on getting help for this problem, enable flagging and try to reproduce the error within 20 minutes. Flagged events make diagnostics available and are raised to admin attention.

Depending on how you configured your authentication, you will either receive a text or need to accept your authenticator approval.

CAL U CLARION UNIVERSITY EU EDINBORO UNIVERSITY

swe0402@pennwest.edu

Approve sign in request

🔓 Open your Microsoft Authenticator app and approve the request to sign in.

☐ Don't ask again for 30 days

I can't use my Microsoft Authenticator app right now

More information

California University of Pennsylvania, Clarion University of Pennsylvania and Edinboro University of Pennsylvania will become Pennsylvania Western University on July 1, 2022, pending approval by the Middle States Commission on Higher Education.

After you have authenticated, the system will ask if you wish to remain signed in to reduce the number of times you need to use the authenticator. It is suggested to click yes if you are on a private device. If you are on a shared device, click no.

CAL U CLARION UNIVERSITY EU EDINBORO UNIVERSITY

pwestern@pennwest.edu

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No   Yes

After you log in for the first time, the webpage will guide you through the set up of your personal dashboard.

Page 1
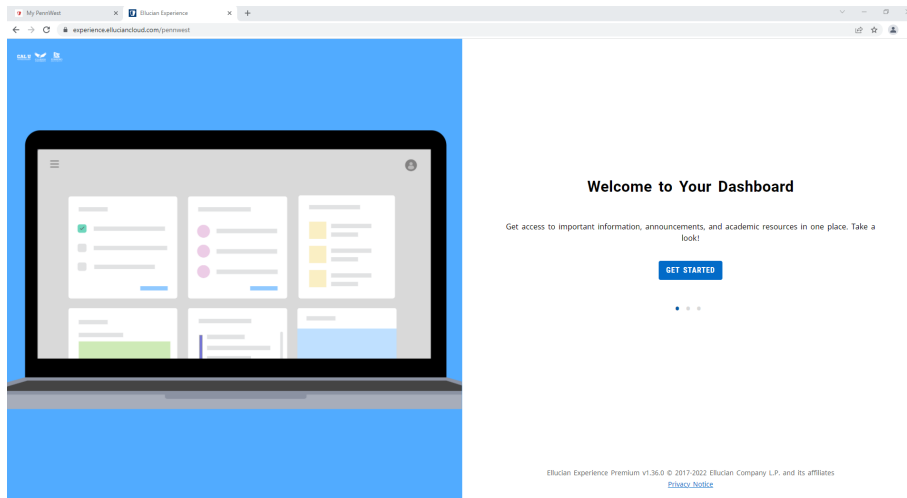
Page 2
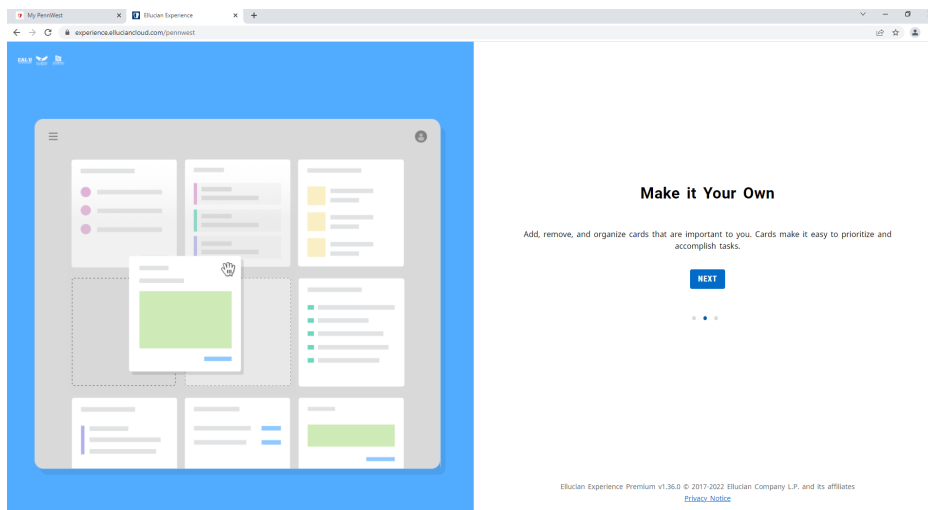
Page 3

Enhance Your Experience

Please indicate whether we may use 3rd party analytics and non-essential cookies to improve your experience and our applications.

If you agree, the data we collect through these tools may be stored and processed in any country in which Ellucian or its subprocessors maintain facilities or personnel, including the United States.

Read the Ellucian privacy notice for more on cookies and analytics. Privacy Notice

NO THANKS   ACCEPT

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Privacy Notice

After completing those steps, students will be brought into the my.pennwest.edu landing page. The page is organized with tiles to assist with navigation. Everything that a student would need to complete is located on the Student Quick Access tile. This is the new version if SCOTS, VIP and MyClarion.

When clicking on Student Self-Service the page brings users into the Student Profile. This is the one stop location for the majority of the student academic information. It contains items such as: program, current registration, holds, registration information, links to registration and Degree Works.

Currently the Degree Works link is disabled as the software continues to be configured.

From this page, students should click on the Registration link in the bottom left corner to begin the search for classes and to see important information concerning registration time and dates.

Prior to registration being open, students should click on the Prepare for Registration link.

This link shows important registration information, including your classification (FR, SO, JR, SR, GR) any holds you may have and your registration time (time ticket).

Registration begins at 8am for all groups. Some groups that have previous had priority registration may not have that priority in Penn West. Please check your Prepare for Registration page.

Prior to registration opening, students can click on the Browse classes link to search for courses. Enter the term that you wish to search for.

The Browse Classes view is slightly different than the Register for classes view. The Browse Classes view does not have a day planner or shopping cart presented.

Student • Registration • Select a Term • Browse Classes

Browse Classes

Enter Your Search Criteria

Term: Summer 2022

Campus

Subject

Course Number

Part Of Term

Search   Clear   ▸ Advanced Search

The campus field is highly recommended to be populated. For summer term, the majority of courses are listed as online campus. For Fall term, students should search by their current campus to find on campus options.

Disclaimer: the selection of a campus in the first field search doesn't dynamically change the subject search results. However, the results of those two combinations are dynamic. Thus, if a student selects an Edinboro Campus and a Clarion course no results will show.

Browse Classes

Search Results — 51 Classes
Term: Summer 2022   Campus: Edinboro Campus

Search Again

CRN	Term	Subject Desc	Course	Section	Title	Hours	Meeting Times	Campus	Status	Instructor	Attribute	Reserved Se	Linked Sections
20042	Su...	Art - EDI	216	200	Ceramics I Studio	3	S M T W T F S 08:00 AM - 12:00	Edi...	7 of 7 seat...	Johnson, Charl...	Art Fee Contingent Contract Not Distance Education		
20043	Su...	Art - EDI	217	200	Ceramics II Studio	3	S M T W T F S 08:00 AM - 12:00	Edi...	3 of 3 seat...	Johnson, Charl...	Art Fee Contingent Contract Not Distance Education Prerequisite		

Clicking on the title of the course will open a new popup window that allows the student to explore some of the important information related to the course. Students may also click on the gear icon in the far right to adjust what columns they can see to assist with navigation.

Some courses have attributes that are listed that may not make sense to students at other campuses. In the example above, only students at Edinboro may understand what the "Art Free" attribute means. Generally, on campus courses are restricted to on campus students from that campus location.

There will be other training approaches regarding how to add these courses to a registration plan in the future. To start your search over again, click on the SEARCH AGAIN green icon on the far right of the page.

REGISTRATION LIVE VIEW

When registration opens, the searching and results view changes slight to add features like the day planner and the shopping cart. Additionally, the bookstore links are then included as well.

All of the same approaches outlined previously still apply. Notice that there are two new panels on the bottom of the screen however.

Follow the same steps to search for courses, but notice that the **ADD** button is no longer grayed out. This indicates that the course is available to be added to your shopping cart. Adding a course to your shopping cart is just like any online retail check out, until you click submit the registration isn't complete.

Click on the ADD button for the CRN (Course Reference Number) that you wish to register for. Once the course is in your shopping cart it will display as below, grayed out with the word "PENDING" in the status.

Pending status courses will also show pending in your SCHEDULE panel to the left prior to registration.

Next click SUBMIT to process the registration request. "**PENDING**" will change to "REGISTERED"

If the request is successful, the word "PENDING" will amend to "REGISTERED" and be highlighted in green. If the course has meeting times, those will automatically display in the SCHEDULE panel to the left.

If you encounter a registration error, the program will demonstrate that to you in the top right of the page. Those errors are key to understanding where you need to go to resolve them.

If the course registration attempt gives you an attribute error that generally means that you are attempting to register for a course that is restricted to students on a certain campus.

Although prerequisite checking will be turned off to help facilitate registration, pre-requisite checking for Summer and Fall registration will be turned on ahead of those terms actually beginning and students who have not met the pre-requisites after Spring grades are recorded will be removed from future registration.

If you decide that the course you have registered for is not going to work in your schedule, you can also DROP the course from your registration.

Click on the "**ACTION**" and select the word "**DROP**" and then click submit and the course will be removed from your schedule. Drops incur not academic or financial penalty until after the add/drop period is over for the term. Those dates will be viewable on the academic calendar and students will receive reminders about important dates.

Please see example below.

Class Schedule for Summer 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Summary

Title	Details	Hour	CRN	Schedule Type	Status	Action	
Financial Accounting	AACC 200,...	3	20597	Lecture	Registered	None	▼
Intro Programming a...	CDA 202, 4...	3	20622	Lecture	Registered	None	▲
						None	
						DROP	

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Panels ▾   ☐ Conditional Add and Drop ⓘ   Submit

Penn West University ⚙ 👤 Western, Penny   1

Student • Registration • Select a Term • Register for Classes

✅ Save Successful

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ
Term: Summer 2022

Campus

Subject

Course Number

Part Of Term

Class Schedule for Summer 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Summary

Title	Details	Hour	CRN	Schedule Type	Status	Action	
Financial Accounting	AACC 200,...	3	20597	Lecture	Registered	None	▼
Intro Programming a...	CDA 202, 4...	0	20622	Lecture	Deleted	None	▼

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

Panels ▾   ☐ Conditional Add and Drop ⓘ   Submit

Once you have complete this action students can search again and repeat the process until their schedule is complete.

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