

# What EVERY Wright State University Student Should Know...

## For Starters...

1. Log into <http://wings.wright.edu> with your **CAMPUS username** (w001abc) and **password**.
2. Click the **WINGS Express** icon in the upper-right corner of the screen.
3. Log into WINGS Express with your **University ID (UID)** and **PIN**.

## How to Accept/Decline Financial Aid Award Notices

1. Select the **Student and Financial Aid** link or tab from the main menu.
2. Select the **Financial Aid and Scholarships** link.
3. Select the **Award Notice** link.
4. Select the **Aid Year** from the drop-down list. Financial aid awards for which you are eligible will be listed on the Award Notice screen.
5. If you would like to accept **ALL** financial aid awards listed, click the **Accept Full Amount All Awards** button. Alternatively, you can individually accept/decline offered financial aid awards from the Award Decision drop-down list.
6. If you only want to accept a partial amount of an award, you can specify the amount in the **Accept Partial Amount** field. The amount specified will be evenly distributed over the requested quarters.

## How to View Financial Aid and Scholarship Requirements

1. Select the **Student and Financial Aid** link or tab from the main menu.
2. Select the **Financial Aid and Scholarships** link.
3. Select the **Financial Aid and Scholarship Requirements** link.
4. Select the **Aid Year** from the drop-down list.
5. **Unsatisfied Requirements** will be listed at the top of the screen. These are outstanding items you need to complete to determine your financial aid eligibility.
6. Select the **Requirement Messages** link to view information about outstanding requirements.

## How to Use the Class Search Tool

1. Select the **Student and Financial Aid** link or tab from the main menu.
2. Select the **Registration** link.
3. Select the **Look Up Classes** link.
4. Select the **term** from the drop-down list and click the **Submit** button.
5. Select the campus indicator (**Dayton, Lake, or All**) to browse class listings.
6. Use the Subject up and down arrows to scroll through all available subjects. **Note:** You **MUST** select at least one subject. You can refine your search by entering information in the additional fields.
7. Click the **Submit** button.

8. Course information will be listed. If you would like to register for the course, place a checkmark in the Select box of the desired course and click the **Add to Worksheet** button. Determining the CRNs (Course Reference Numbers) for the courses you would like to register for beforehand will greatly expedite the registration process. To select multiple subjects, click on the first subject then scroll to the next subject and click while pressing the CTRL key. Once you click Submit, you will get an alphabetical listing of all the subjects selected.
9. Click the **Class Search** button at the bottom of the screen to search for additional courses.

## How to Register for Classes

1. Select the **Student and Financial Aid** link or tab from the main menu.
2. Select the **Registration** link.
3. If you would like to view your registration time and any hold or restrictions you may have, select the **Registration Status** link.
4. Click the **Add or Drop classes** link to begin registration.
5. Select the **Registration Term** from the drop-down list.
6. If you know the **CRN** (Course Reference Number), you can enter it directly in the CRN field.
7. Alternatively, you can click the **Class Search** button to look up classes.
8. Select the **Subject** from the drop-down list. You can refine your search by entering more detailed information.
9. Place a checkmark in the Select box of the desired course and click the **Add to Worksheet** button or click the Register button if you're certain about your selection.

**Note:** Co-req courses **MUST** be taken together. For example: lab and lecture, writing intensive course and its writing component.

## How to Pay Student Fees

1. Select the **Student and Financial Aid** link or tab from the main menu.
2. Select the **Student Fees** link.
3. Select the **Term** from the drop-down list.
4. Waive or Accept the **Student Health Insurance** and/or **Student Legal Fees** on the Optional Services page.
5. Select the **Click Here** button to view and pay bills.
6. Select the **EBills** tab.
7. Select the **Pay** link located in the Account Summary section of the eBill.
8. Select a **Payment Method** and click the **Go** button.
9. If paying by Bank Account (Checking/Savings), select the **Account Type**.
10. Enter the **ABA Routing Number**.
11. Enter the **Account Number** then enter the Account Number again but in *reverse order* for verification
12. Enter the **Name on the Account**.
13. If you wish, place a checkmark in the **Save the Payment Method for future use** checkbox. Enter a name to save the method under. (Optional)
14. Click **Continue**.
15. Enter the **last 4 digits of your UID** and click the **I Agree** button.
16. A **receipt** will then be sent to your WSU e-mail account to confirm payment.

## How to Designate a Parent / Guardian to Pay Fees

1. Select the **Student and Financial Aid** link or tab from the main menu.
2. Select the **Student Fees** link.
3. Select the **Term** from the drop-down list.
4. Select the **Click Here** button to view and pay bills.
5. Click the **Authorized User** button on the top of the page.
6. Click the **Add an Authorized User** button.
7. Enter the **Authorized User's e-mail address** and click the **Add User** button.
8. Enter the **last 4 digits of your UID** and click the **I Agree** button. An instructional e-mail will then be sent to the authorized user.
9. Authorized Users can then log in with their **e-mail address and password** by going to the Bursar website (<http://www.wright.edu/bursar>) and clicking the **Information for Parents** link.

## How to Set Up Direct Deposit

1. Select the **Student and Financial Aid** link or tab from the main menu.
2. Select the **Student Fees, Student Health Insurance, and Student Legal Fees** link.
3. Select a **Term** from the drop-down list and click Submit.
4. Click the **View Bills and Make a Payment** button.
5. Click the **Payment Profile** button at the top of the screen.
6. Select a **Payment Type** from the drop-down list and click Go.
7. Enter and **Account Nickname**.
8. Select an **Account Type**.
9. Enter the **ABA Routing Number**.
10. Enter the **Account Number** then enter the Account Number again but in **reverse** order for verification.
11. Enter the **Name** on the account.
12. If you would like refunds to be deposited into this account, place a checkmark in the **Refund Option** checkbox.
13. Click the **Save** button.
14. Enter the **last 4 digits of your UID** and click the **I Agree** button.

## How to Waive Student Health Insurance

1. Select the **Student and Financial Aid** link or tab from the main menu.
2. Select the **Student Fees, Student Health Insurance, and Student Legal Fees** link.
3. Select a **Term** from the drop-down list and click Submit.
4. Select the **Student Health Insurance** link.
5. Read over the **terms**.
6. Place a checkmark in the checkbox indicating that you **acknowledge and understand** the conditions.
7. Click the **Agree to Waive Fee** button.

## How to View a Student Schedule

1. Select the **Student and Financial Aid** link or tab from the main menu.
2. Select the **Registration** link.
3. Select the **Student Detail Schedule** link.
4. Alternatively, you can view your courses in day and time format by selecting the **Week at a Glance** link.

## How to View Grades

1. Select the **Student and Financial Aid** link or tab from the main menu.
2. Select the **Student Records** link.
3. Select the **Final Grades** link.
4. Select the **Term** from the drop-down list.

**Note:** Grades will NOT be posted until your instructor enters the grades electronically into the system.

## Questions?

The CaTS Help Desk is here to help! If you have questions, contact them by calling **937.775.4827, 1.888.775.4827**, stopping by **025 Library Annex**, or sending e-mail to **helpdesk@wright.edu**. **Lake campus** students should call either **419-586-0324** or **1-800-237-1477** extension **8324**.