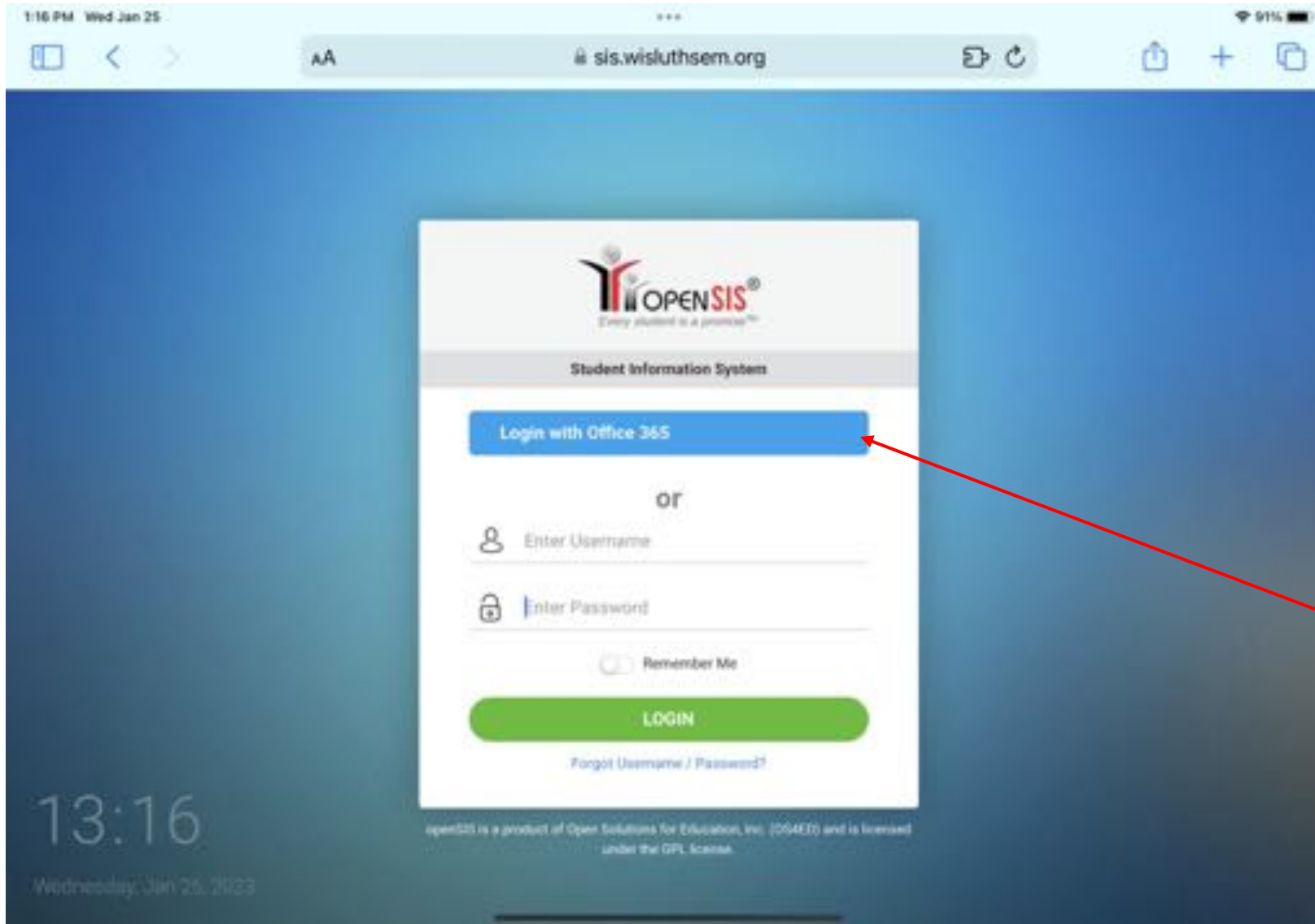


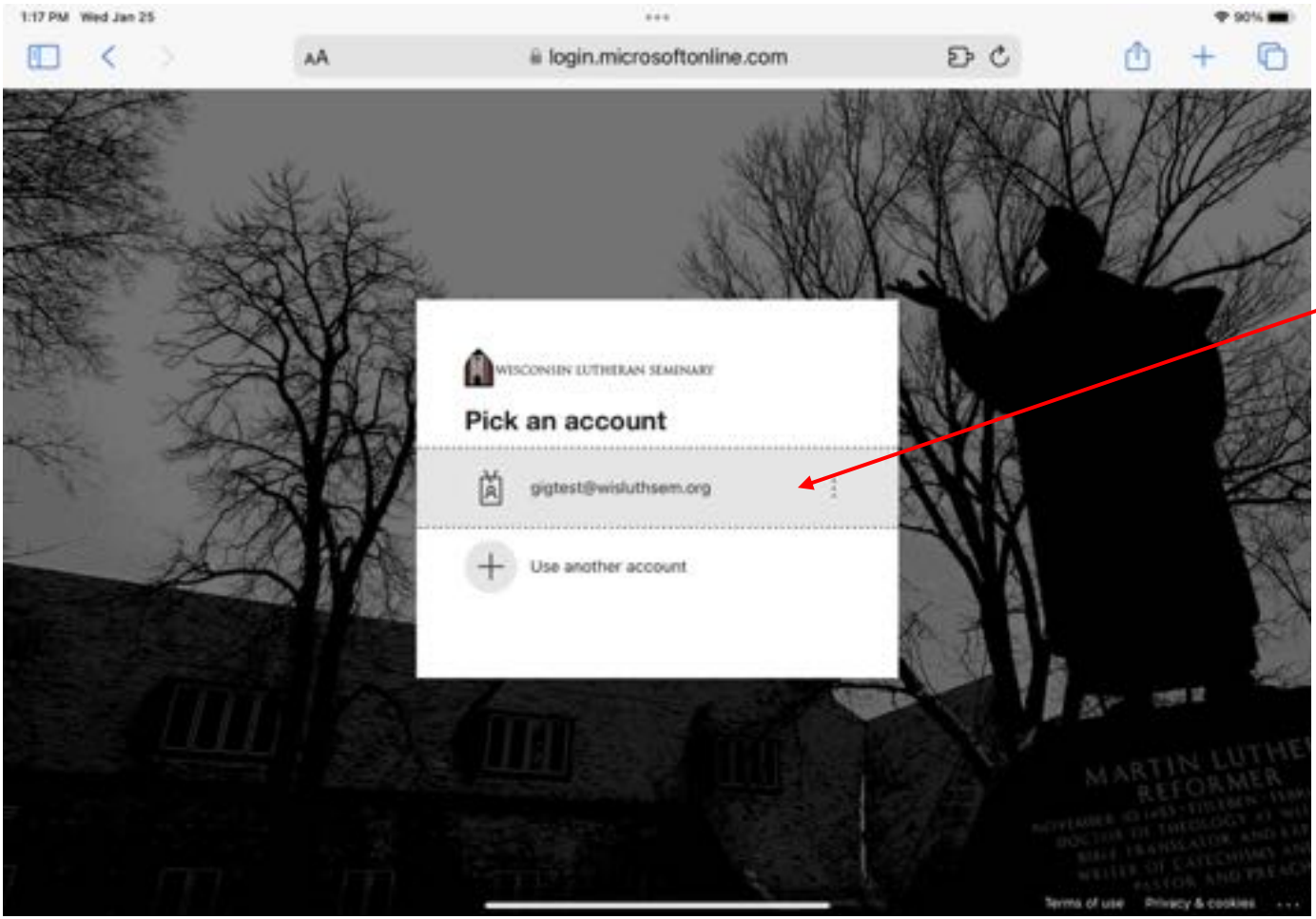
Grow in Grace

Student Self Registration Tutorial

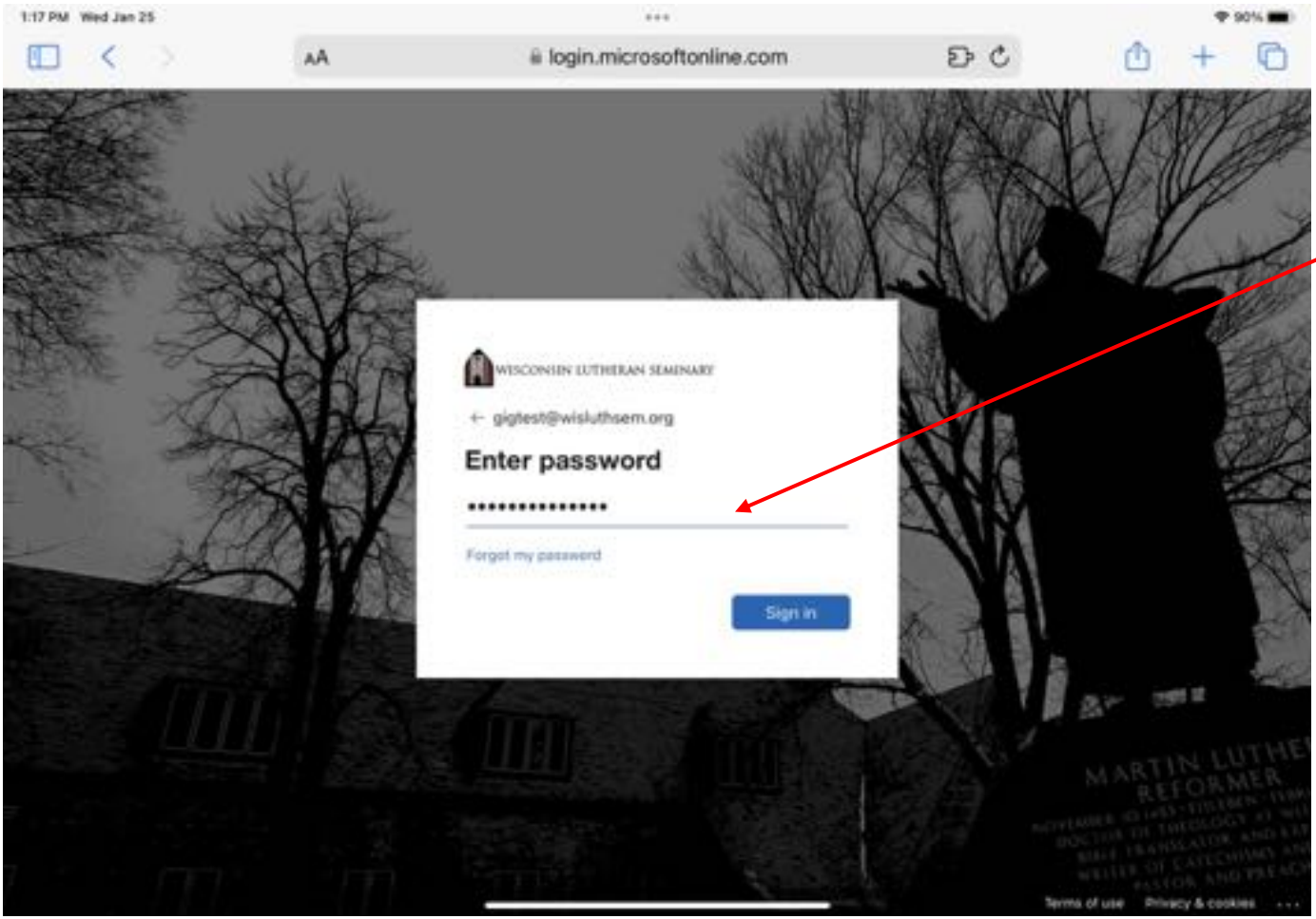


We are now Single Sign On, which means only one username & password is needed to get into everything related to Grow in Grace and Wisconsin Lutheran Seminary.

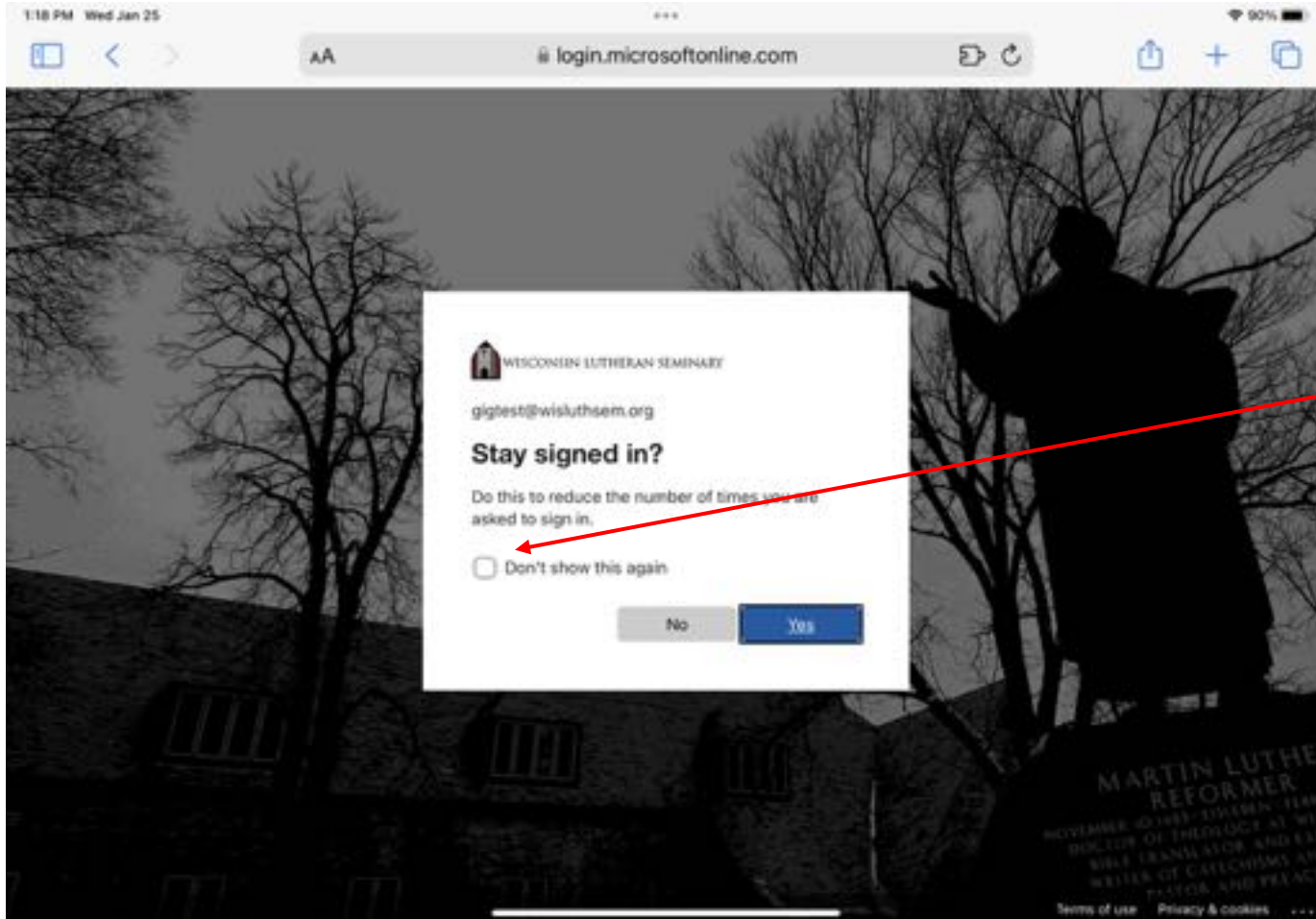
To log into the Student Information System (SIS) go to <https://sis.wisluthsem.org> and click on the 'Login with Office 365' button



You'll need to know your username and password. It should be your `firstname.lastname@wisluthsem.org`

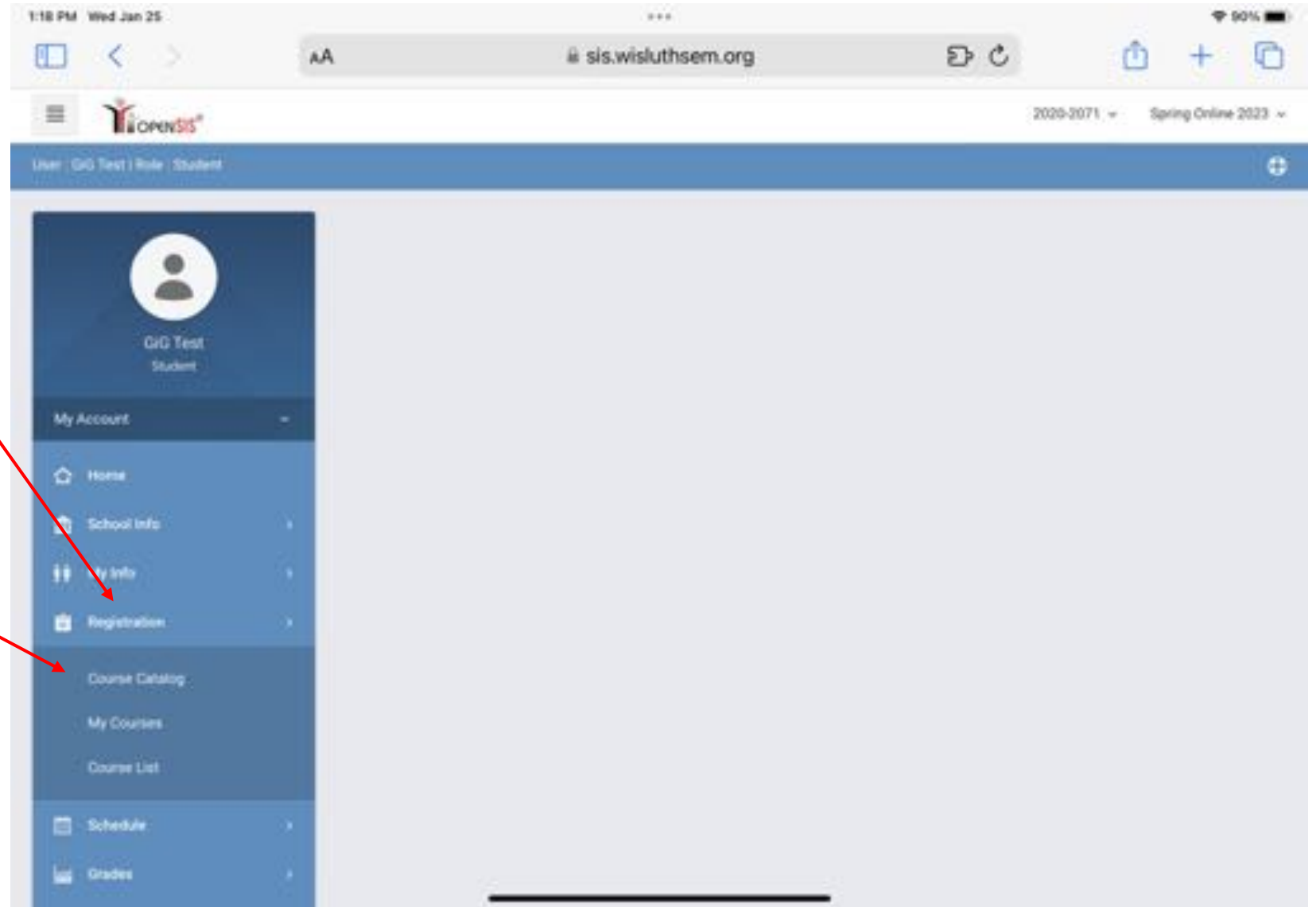


Enter your password.



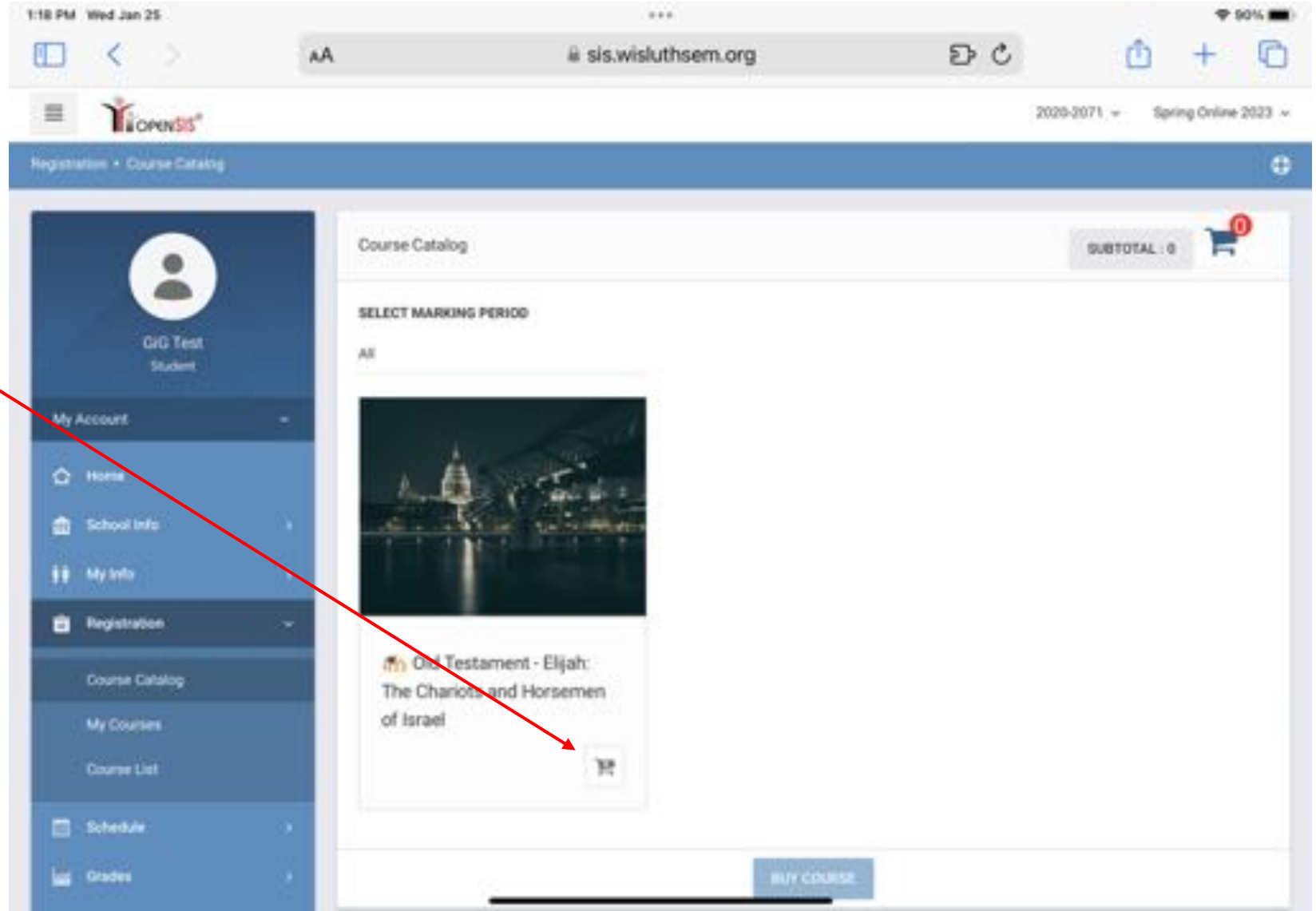
Depending on your other Microsoft Office logins you can decide to stay logged in or not.

If you have a WELS.net account, it might be better to make a new browser profile. There is a tutorial about this on the [Tech Services Page](https://www.wisluthsem.org/tech_resources) on our website https://www.wisluthsem.org/tech_resources.



Once you have logged in you can select 'Registration' from the left menu

Here you'll be able to view 'Course Catalog' which will show any courses available for registration.



Click on the Cart of the course you would like to take.

Click on the Radio Button to select the course option.

Click the 'Choose Period' button

The screenshot shows a mobile application interface for a course selection screen. The course is "Elijah: The Chariots and Horsemen of Israel" (OT5181). A table lists course periods with columns for Course Period, Teacher, Date, Days, Time, Seats, and Course Period Fees. A "CHOOSE PERIOD" button is highlighted with a red arrow.

Course Period	Teacher	Date	Days	Time	Seats	Course Period Fees
<input checked="" type="radio"/> OT5181WoMND23	Wordell Bradley	-	Monday, Tuesday, Wednesday, Thursday, Friday	12:00 AM - 12:50 AM	24	\$200.00

Buttons: CHOOSE PERIOD, CLOSE

Verify the course you selected is listed under 'Chosen Course'

You will only see the Audit option if registering for a Satellite (District) course

You have to option to pay 50% when applying for Financial Aid. (Financial aid does not apply for satellite courses when tuition is already discounted.)

Course Invoice

#	CHOSEN COURSE	TEACHER	DATE	DAYS	TIME	PRICE
1	Old Testament - Elijah: The Chariots and Horsemen of Israel OTS181WcMND23	Bradley Wordell		Monday, Tuesday, Wednesday, Thursday, Friday	12:00 AM - 12:50 AM	\$200.00
COURSE TOTAL						\$200.00

Other Fees

#	ITEM	PRICE	TOTAL
	Audit-Sat	\$-100.00	\$-100.00
GRAND TOTAL			\$200.00

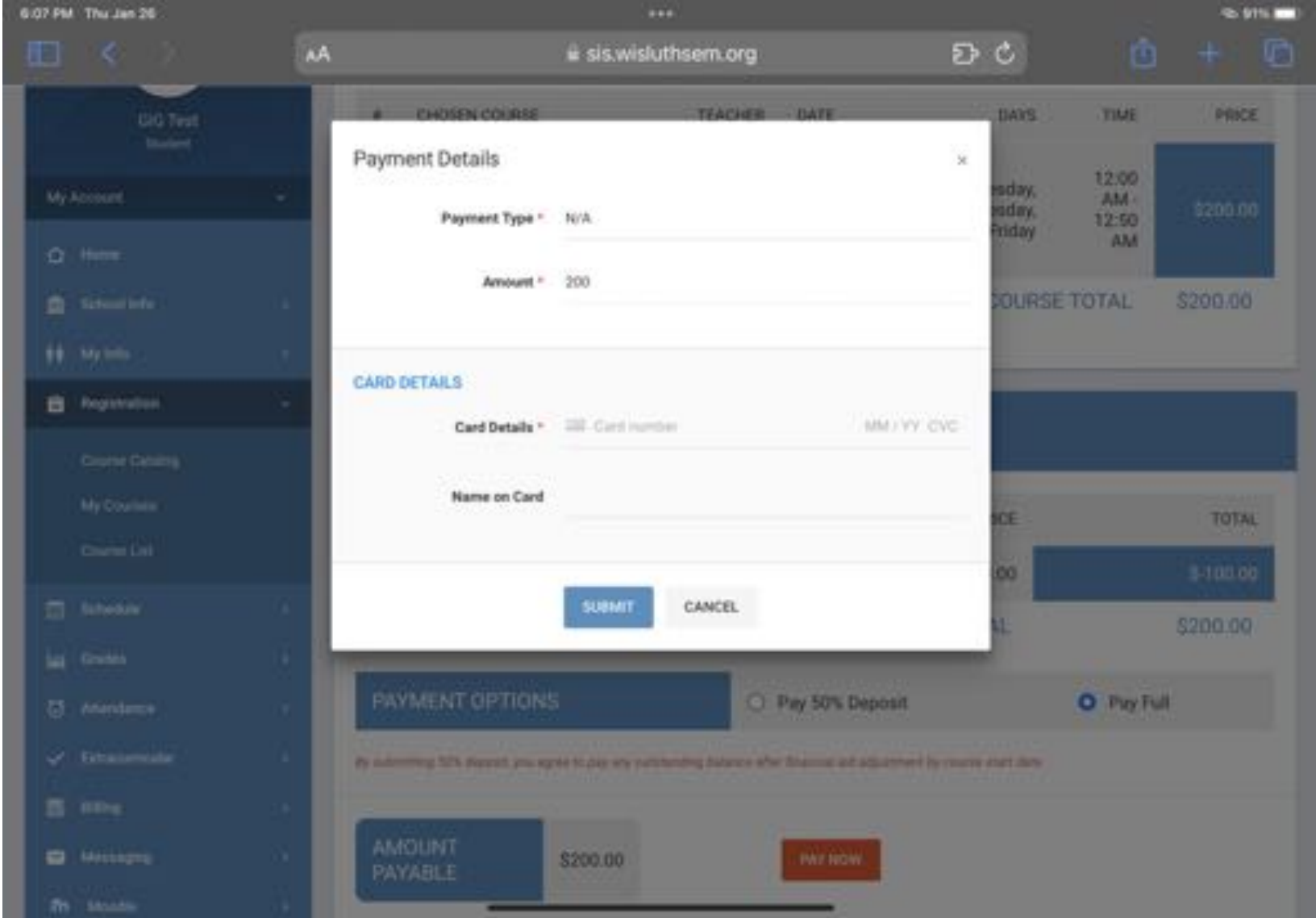
PAYMENT OPTIONS

Pay 50% Deposit Pay Full

By submitting 50% deposit, you agree to pay any outstanding balance after financial aid adjustment by course start date.

Change Payment Type to Credit Card and enter Credit Card Details and the name on the card.

Hit submit to make the payment.



You will see a message saying ‘Your payment has been completed successfully.’

You should also receive an email confirming your registration.

You will also be able to print an invoice/receipt by clicking on Billing, My Fees.

The screenshot shows a mobile browser interface for the website sis.wisluthsem.org. The browser's address bar displays the URL and the site's logo. The page header includes the text "Registration • Course Catalog" and the current session "2020-2021 Spring Online 2023". On the left, a navigation menu lists options such as "My Account", "Home", "School Info", "My Info", "Registration", "Course Catalog", "My Courses", "Course List", "Schedule", and "Grades". The main content area features a green success message: "Your payment has been completed successfully" with a note: "Note : You may check the invoice at Billing > My Fees". Below this is a light blue information box with the text: "If applicable, complete financial aid form: <https://www.wisluthsem.org/grow-in-grace/financial-aid/>". A blue button labeled "CLICK HERE TO VIEW YOUR COURSES" is positioned below the information box.