





HOW TO REGISTER STUDENTS AND ASSIGN LESSONS

- 1) Select the appropriate administrator category button on the PWAU home page: Manufacturer Administrator, Warehouse Administrator or PAR Administrator.
- 2) Enter your Login ID and Password and click Login.
Note: You should have received the login information from PWA that is needed to access your PWAU administration area. If you misplace this login information, please email PWAU at info@pwauniversity.com to retrieve your Login ID and Password.
- 3) Once you've entered PWAU, read the text on the page that opens and then select: **'Click here to access your administration'**.
- 4) Click the '+' (plus sign) to the left of **'Your Students'**
- 5) Click the '+' (plus sign) to the left of **'Student List and Assigned Lessons'**. You will see three boxes, **'Student Name, Login ID and Password'**.
- 6) Enter the student name, enter a Login ID and Password for each student. Click  and the student name will appear on the list. **Note:** If you misplace the Student Login ID and Password, return to this administration page, click the 'tools' icon to the right of the students name, select **'Edit Student'** and from here you'll see the Login ID and Password you created for the student.

Once your student is registered, follow these steps to assign PWAU lessons:

- 1) Click the '+' (plus sign) to the left of the **'Student Accounts'** folder.
- 2) Click the '+' (plus sign) to the left of the **'Student List and Assigned Lessons'** folder.
- 3) To assign a lesson, click the down arrow on the right side of the **'Lesson Name'** dropdown box. Highlight the lesson you want to assign and click  to the right of the 'lesson name' dropdown box. The lesson you selected is now assigned and ready for your student to take the lesson.

Are you ready to start creating lessons?

If you are a PWA member manufacturer, please create lessons by selecting the '+' (plus sign) to the left of the 'Your Lessons' folder. For more information about how to create lessons, please see the 'University Tutorials' page of PWA University and read 'Guidelines for creating PWAU lessons' and view the 'How to Create a Lesson' tutorial.

To leave the PWAU administration area, click [**Log Out Now**] at the top right of the page and you will land on a login page of PWA University.

Note: PWAU works best when using Internet Explorer. Please do not use AOL.