

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



Welcome

We're excited to be welcoming you to one of our three sister campuses or to our online division. Through myPennWest, students, faculty, and staff can access registration, grades, Banner Self Service, email, online learning, and much more. After logging in, you will be presented with different resource links depending on your association with the University.

myPennWest Sign-in

Sign-in using your Penn West email address and password.

SIGN IN

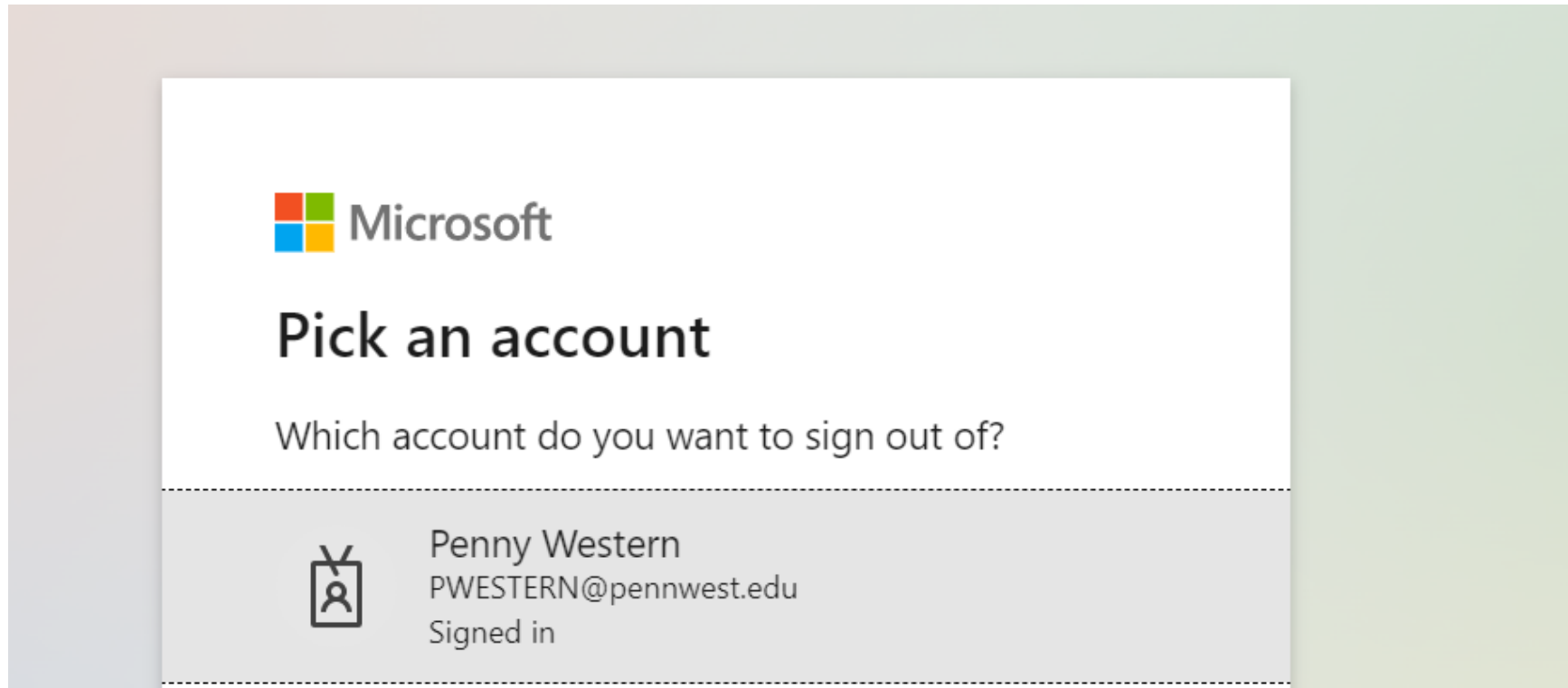
Need Help?

[Forgot Password](#)

[Change Password](#)

techsupport@pennwest.edu

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 '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.

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.



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.



pwestern@pennwest.edu

Stay signed in?

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

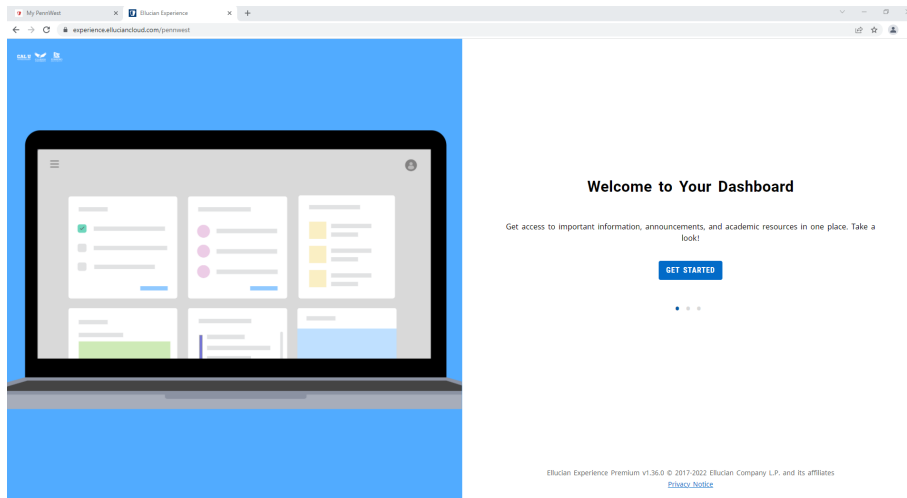
Don't show this again

No

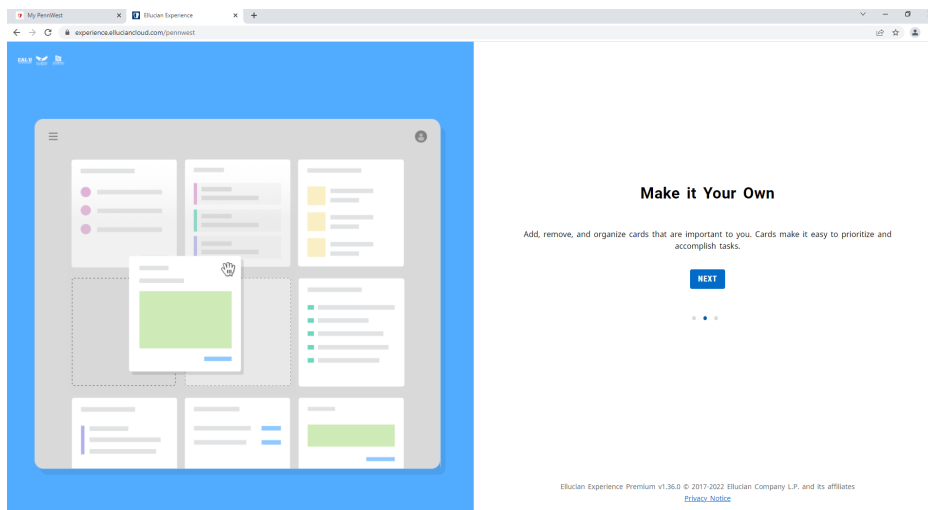
Yes

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



The screenshot shows a web browser window with two tabs: 'My PennWest' and 'Ellician Experience'. The address bar shows the URL 'experience.elliciancloud.com/pennwest'. The page content is partially obscured by a blue sidebar on the left, which contains a white panel with various data visualization elements: a bar chart, a line graph, and a yellow rectangular area. Overlaid on the right side of the browser is a white dialog box titled 'Enhance Your Experience'. The dialog contains the following text: '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 Ellician or its subprocessors maintain facilities or personnel, including the United States. Read the Ellician privacy notice for more on cookies and analytics. [Privacy Notice](#)'. Below the text are two buttons: 'NO THANKS' and 'ACCEPT'. At the bottom of the dialog, there are three small dots, with the rightmost one being filled. At the bottom of the browser window, the footer text reads: 'Ellician Experience Premium v1.36.0 © 2017-2022 Ellician Company L.P. and its affiliates [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.

The screenshot shows the my.pennwest.edu landing page with a dark blue header. On the left, there are logos for CAL U (California University), CLARION UNIVERSITY, and EDINBORO UNIVERSITY. On the right, there are icons for a calendar, a notification bell, and a user profile 'P'. A notification box on the left contains the text: "Student Quick Access Card now available! Click 'Discover More' and search 'Quick'" and "1 of 1". Below the header are four main tiles:

- Placement Tests**: Includes a dropdown for "Calculation Details" and a prominent blue button labeled "MATH PLACEMENT LOGIN".
- Student Quick Access**: Contains a link for "Student Self-Service".
- Clarion Weather**: Displays "CLARION WEATHER" with a current temperature of 37°F and "overcast clouds". It includes a 7-day forecast table:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
45°F 34°F	55°F 32°F	55°F 37°F	46°F 37°F	50°F 43°F	41°F 34°F	41°F 28°F
- Admissions Next Steps**: Features the text "Select a campus..." and logos for CAL U, CLARION UNIVERSITY, and EDINBORO UNIVERSITY, each with "Next Steps" text below it.

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.

Student • [Registration](#)

Registration

What would you like to do?

-  [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
-  [Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
-  [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.
-  [View Registration Information](#)
View your past schedules and your ungraded classes.
-  [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
-  [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

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.

Prepare for Registration

Registration Status

Registration Status

Term: Fall 2022

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ✓ You have no holds which prevent registration.
- ⚠ Time tickets do not allow registration at this time. Please register within these times: 04/04/2022 08:00 AM - 08/17/2022 11:59 PM
- ℹ Your class standing for registration purposes is Freshman

Primary Curriculum

- Level: Undergraduate
- College: Social Sci & Human Services
- Degree: Bachelor of Science
- Program: BS Psychology
- Campus: Clarion Campus
- Catalog Term: Summer 2022
- Major: Psychology

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.

Select a Term

Terms Open for Registration

Summer 2022

Continue

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.

Browse Classes

Enter Your Search Criteria

Term: Summer 2022

Campus

Subject

Course Number

Part Of Term

[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 Des	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.

← → ↻ 🔒 https://ssb.pennwest.edu/StudentRegistrationSsb/ssb/classSearch/classSearch 🔍 ⭐ 🏠 👤 ⋮

CALU CLARION UNIVERSITY EDINBORO UNIVERSITY Penn West University Western, Penny

Student • Registration • Select a Term

Browse Classes

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

CRN	Term	Subject	Class	Section	Title
20042	Su...	Art - EDI	216	200	Ceramics I Studio
20043	Su...	Art - EDI	217	200	Ceramics II Studio

Class Details for Ceramics I Art - EDI 216 200

Term: 202220 | CRN: 20042

Class Details	Associated Term: Summer 2022
Course Description	CRN: 20042
Attributes	Campus: Edinboro Campus
Restrictions	Schedule Type: Studio
Instructor/Meeting Times	Instructional Method: Traditional In Person
Enrollment/Waitlist	Section Number: 200
Corequisites	Subject: Art - EDI
Prerequisites	Course Number: 216
Cross Listed Courses	Title: Ceramics I
Linked Sections	Credit Hours: 3
Fees	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.
Catalog	

[Close](#)

[Search Again](#)

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.

The screenshot displays the registration interface for Penn West University. At the top, there is a navigation bar with logos for CALU (California University), CLARION UNIVERSITY, and EDINBORO UNIVERSITY, alongside the text "Penn West University" and "Western, Penny". Below this is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#).

The main heading is "Register for Classes". Below it, there are tabs for "Find Classes", "Enter CRNs", "Plans", and "Schedule and Options". The "Find Classes" tab is active, showing a search criteria form for "Term: Summer 2022". The form includes input fields for "Campus", "Subject", "Course Number", and "Part Of Term".

At the bottom, there are two panels. The left panel, titled "Schedule", shows a "Class Schedule for Summer 2022" with a grid for days of the week (Sunday to Saturday) and times (6am, 7am, 8am). The right panel, titled "Summary", displays a table of class details:

Title	Details	Hour	CRN	Schedule Type	Status	Action
Financial Accounting	AACC 200,...	3	20597	Lecture	Registered	None

At the bottom of the summary panel, it shows: "Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18".

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.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 6 Classes
 Term: Summer 2022 Campus: Online Campus Subject: Data Analytics - CLA Search Again

CRN	Term	Subject Des	Course	Section	Title	Hours	Meeting Times	Campu	Status	Instructor	Attribute	Reserved S	Linked Sections	
20622	Su...	Data A...	202	400	Intro Programmi... Lecture	3	S M T W T F S - Type: Class	O...	15 of 15 ...	Kim, Soo (Pri...				Add
20434	Su...	Data A...	227	400	Database Mana... Lecture	3	S M T W T F S - Type: Class	O...	30 of 30 ...	Odonnell, Jon ...				Add
20436	Su...	Data A...	337	400	Data Warehousi... Lecture	3	S M T W T F S - Type: Class	O...	30 of 30 ...	Alawami, Alaw...				Add
20627	Su...	Data A...	460	400	Data Visualization Lecture	3	S M T W T F S - Type: Class	O...	15 of 15 ...	Annadatha, Ja...				Add

Schedule | Schedule Details

Class Schedule for Summer 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							

Summary

Title	Details	Hour	CRN	Schedule Typ	Status	Action
Financial Accounting	AACC 200,...	3	20597	Lecture	Registered	None

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

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”

The screenshot displays a web interface for course registration. On the left, a 'Class Schedule for Summer 2022' grid shows time slots from 6am to 11am across days of the week. On the right, a 'Summary' table lists courses in a shopping cart. The first course, 'Intro Programming a...', is in a 'Pending' status, while the second, 'Financial Accounting', is in a 'Registered' status. A 'Submit' button is visible at the bottom right.

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

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

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.

✔ Save Successful

Register for Classes

Find Classes
Enter CRNs
Plans
Schedule and Options

Search Results — 6 Classes
Search Again

Term: Summer 2022
Campus: Online Campus
Subject: Data Analytics - CLA

CRN	Term	Subject Des	Course	Sector	Title	Hours	Meeting Times	Campu	Status	Instructor	Attribute	Reserved S	Linked Sections	
20622	Su...	Data A...	202	400	Intro Programmi... Lecture	3	S M T W T F S -	Type: Class	O...	15 of 15 ...	Kim, Soo (Pri...			Add
20434	Su...	Data A...	227	400	Database Mana... Lecture	3	S M T W T F S -	Type: Class	O...	30 of 30 ...	Odonnell, Jon ...			Add

Schedule
Schedule Details

Class Schedule for Summer 2022

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

Summary

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

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

Conditional Add and Drop i
Submit

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.

Schedule | Schedule Details

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

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

Conditional Add and Drop Submit

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

Schedule | Schedule Details

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

Conditional Add and Drop ⓘ Submit

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