<p style="text-align:center">PDEV Online Application Instructions
UW-Parkside</p>

Instructions for Application

1. Start at https://apply.wisconsin.edu
2. Under **New User**, click "Register as New User." (If you have previously registered with the online application system, enter your Login ID and password under **Existing User**).
3. Fill out all required fields on the registration page and click "Save New Registration."
4. On the next page, click the link for "Create a new Application."
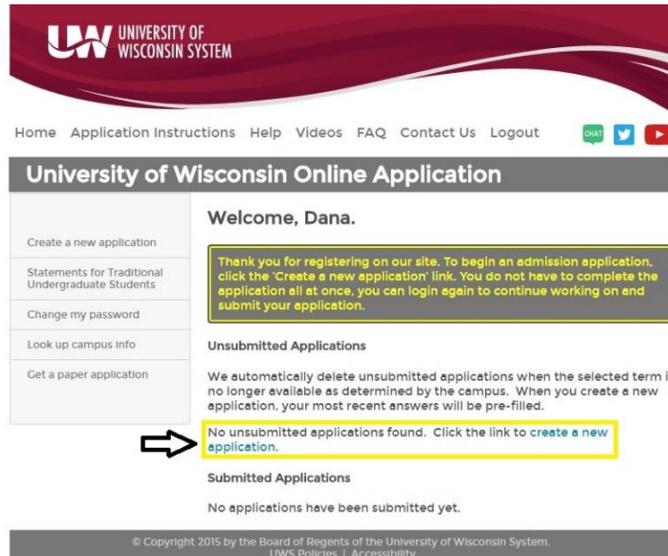
5. On the **Applying To:** dropdown menu, select "UW-Parkside."
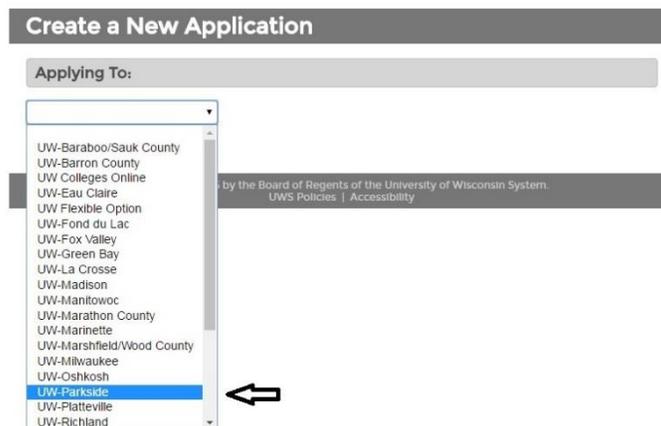
6. Follow the prompts on the following pages to create your new application.
   a. On the fourth page, under **Reason for Applying**, if you will be enrolling for **undergraduate** credit (course number PDEV 395), select the fifth radio button, "Undergraduate Special/Visitor Student (not seeking a degree from UW-Parkside)." If you are enrolling for **graduate** credit (course number PDEV 595), select the last radio button, "Graduate courses for personal/professional enrichment."

Create a New Application

Reason for Applying: ⓘ

○ Undergraduate degree
○ 100% online undergraduate degree
○ Certification at the undergraduate level
○ UW Flexible Option - undergraduate degree or certificate
◉ Undergraduate Special/Visitor Student (not seeking a degree from UW-Parkside) ⟵ **UNDERGRADUATE**
○ Graduate degree (Master, Doctoral, Specialist, Professional)
○ Certification at the graduate level
○ Visitor/guest student at the graduate level
○ Graduate courses for personal/professional enrichment ⟵ **GRADUATE**

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b. **For undergraduate credit**: On the fifth page, under **Applying As**, select the second radio button, "PK-12 Educator Advanced Professional Development."

Create a New Application

Applying As: ⓘ

○ Special Student
◉ PK-12 Educator Advanced Professional Development ⟵
○ UW-Colleges BAAS Student
○ 60 and Over Auditor

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For graduate credit: On the fifth page, under **Programs based on reason for applying 'Graduate courses for personal/professional enrichment'**, select the second to last button, "Educator Advanced Professional Development."

Programs based on reason for applying 'Visitor/guest student at the graduate level':

○ Applied Molecular Biology * Masters Program [CNHS]
○ Business Administration * Masters Program [CBEC]
○ Computer and Information Systems * Masters Program [CBEC]
○ Health & Wellness Management–Collaborative * Masters Program [CNHS]
○ Sustainable Management (Collaborative) * Masters Program [CNHS]
○ Clear above selection

○ Applying as a graduate special student (non-degree seeking)
◉ Educator Advanced Professional Development ⟵
○ Clear above selection

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    c. On the sixth page, select the **term** in which you would like to enroll.

7. On the Summary page, review the information for accuracy and click "Continue" to create your application.
8. Fill out the application completely, clicking "Next" after you have filled out each page.
   a. On the first page, **Campus Specific**, under **I'm intending to take a course in the following school/college**, leave the dropdown menu blank.
   b. On the first page, **Campus Specific**, under **Campus from which you expect to graduate,** select "UW-Parkside."
   c. On the third page, **Address**, under **Permanent Home Address**, click the "Confirm Address" button at the bottom before continuing; you will be prompted to do so before moving to the next page.
9. Once the application is completed, click "Perform final check for errors." If any errors appear, follow the prompts on the screen to correct them.
10. Once your application has been checked and errors have been corrected (if applicable), digitally sign the application with your first and last name, date of birth, and SSN and click "Sign and submit the application." This will submit the application to the Office of Admissions.

Once the Office of Admissions has received and processed your online application, they will email you a UWP username and activation PIN within 48 to 72 hours. Follow the instructions in the email and below to activate your username and create a password.

Instructions for Account Activation

1. Click on the link included in the email you received from the Office of Admissions. This will take you to https://www.uwp.edu/explore/offices/campustechnologyservices/passwords.cfm, where you will click "Password Self Service."
2. Enter the user ID from the email you received in the "UW-Parkside Username" box. In the "Password" box, enter the four-digit PIN number from the email followed by the last two digits of your birth year and your two digit birth month. (For example, If a student's PIN is 1234, year of birth is 1975, and month of birth is January, their initial password would be: PIN [1234] + Birth Year [75] + Birth Month [01] = 12347501.)
3. Select four security questions from the drop-down options and enter your answers. Answers are case-sensitive and must be four characters or more.
4. On the final page, you will choose a password. Note the password requirements and be sure that your password meets all necessary conditions; otherwise, you will be prompted to select a new password. This is the password that you will use to enroll for your desired course(s) online.