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 hand 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. **Note**: If this is the first time you access your Award Notice, you will be prompted to indicate whether you do or do not authorize Title IV Federal Student Aid to pay for miscellaneous charges.
4. Select the **Aid Year** from the drop-down list and click **Submit**. Financial aid awards for which you are eligible will be listed on the Award Notice section.
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 awards 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 and then click the **Submit Changes** button. The amount specified will be evenly distributed over the requested quarters.
7. Select the **Return to Award Notice** link after you've approved your awards. Please read the text under **Additional Information** on the Award Notice as other requirements and instructions may be displayed.

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 and Records** 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 **Site** (**Dayton, Lake, Mason, The Mound, etc**).
6. Use the **Subject** up and down arrows to scroll through all available subjects. **Note**: You **MUST** select at least one subject and can choose multiple subjects by using the Shift or Ctrl key. You can refine your search by entering information in the additional fields.
7. Select a **Part of Term**. Note: Intersession is separate from Winter (Full-term). Use **Attribute Type** for specialized courses (E, Honors, Mixed Web/In-person, etc).
8. Click the **Class Search** button.
9. 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 with pressing the CTRL key. Once you click the Class Search button you will get an alphabetical listing of all the subjects selected.
10. 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 & Records** link.
3. If you would like to view your registration time and any holds or restrictions you may have, select the **Registration Status** link.
4. Click the **Add or Drop Classes** link to begin registration.
5. Select the **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, Site,** and **Part of Term** from the drop-down lists. You can refine your search by entering more detailed information. All listed pre-requisites should be completed **prior** to enrollment.
9. Click the **Class Search** button.
10. 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-requisite 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, Student Health Insurance, and Student Legal Fees** link.
3. Select the **Student Fees, Student Health Insurance, and Student Legal Fees** link.
4. Select the **Term** from the drop-down list.
5. Waive or Accept the **Student Health Insurance and/or Student Legal Fees** on the Optional Services page.
6. Select the **Click Here** button to view and pay bills.
7. Select the **EBills** tab.
8. Select the **Pay** link located in the Account Summary section of the eBill.
9. Select a **Payment method** and click the **Go** button.
10. If paying by Bank Account (Checking/Savings), select the **Account Type**.
11. Enter the **ABA Routing Number.**
12. Enter the **Account Number** then enter the Account Number again but in ***reverse order*** for verification.
13. Enter the **Name on the Account**.
14. If you wish, place a checkmark in the **Save the Payment Method for future use** checkbox and enter a name in the **Save the Method as** box.
15. Click **Continue**.
16. Enter the **last 4 digits of your UID** and click the **I Agree** 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 & Records** 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 **Registration & 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.

How to Designate a Parent/Authorized User to Pay Fees

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 the **Student Fees, Student Health Insurance, and Student Legal Fees** link.
4. Select the **Term** from the drop-down list.
5. Select the **Click Here** button to view and pay bills.
6. Click the **Authorized User** button on the top of the page.
7. Click the **Add an Authorized User** button.
8. Enter the **Authorized user's e-mail address** and click the **Add User** button.
9. 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.
10. Authorized Users can 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 the **Student Fees, Student Health Insurance, and Student Legal Fees** link.
4. Select the **Term** from the drop-down list.
5. Select the **Click Here** button to view and pay bills.
6. Click the **My Profiles** button.
7. Click the **Payment Profile** button at the top of the screen.
8. Select a **Payment Type** from the drop-down list and click **Go**.
9. Enter an **Account Nickname**.
10. Select an **Account Type**.
11. Enter the **ABA Routing Number**.
12. Enter the **Account Number** then enter the Account Number again but in ***reverse order*** for verification.
13. Enter the **Name** on the account.
14. Place a checkmark in the **Refund Option** checkbox.
15. Click the **Save** button.
16. Enter the **last 4 digits of your UID** and click the **I Agree** button.

Questions?

The CaTS Help Desk is here to help! If you have questions, contact us 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.**

Other Important Numbers:

Financial Aid Office : 1-877-978-3243

Registrar Office: 937-775-5588

Bursar Office : 937-775-5650