Hello,

This is a How-to on how to accept your Admission Acceptance Offer Part B. This should only be used if Part A is not properly working.

- 1. Log into your myWSU page.
- 2. Once logged in, locate the NavBar in the Upper-Right hand corner of your log in page:



3. Once the NavBar is selected and loaded you will then select the Main Menu option:



4. When the Main Menu option has been selected you should be brought to a somewhat blank screen that only shows your name, Favorites, Main Menu, Personalize <u>Content</u>, <u>Layout</u>:



5. From here you will select Main Menu, and a drop-down menu should appear with more options. On this drop-down menu you will select the Self Service option:

Main Menu 🗸							
Search Menu:							
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	Fluid Home						
	PeopleTools)					
	Reporting Tools)					
	Worklist)					
	WSU)					
	WSU Conversion Objects	→					
	Self Service	•					
	Campus Community	•					
	Student Recruiting	→					
	Student Admissions	→					
	Records and Enrollment	•					
	Curriculum Management	•					
	Financial Aid	•					
	Student Financials	•					
	Academic Advisement	•					
	Contributor Relations	•					
	Set Up Common Objects	•					
	Set Up SACR	•					
	Enterprise Components	•					
	OBIEE Reporting						
	My Preferences						
	My Dictionary						
	My Feeds						

6. Once Self Service is selected another drop-down menu should appear. On this menu you will select Admissions:

Main Menu 🗸								
Search Menu:								
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	Fluid Home							
	PeopleTools							
	Reporting Tools							
	Worklist							
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	Self Service		Class Search / Browse Catalog					
	Campus Community		Academic Flaming					
	Student Recruiting		Compus Finances					
	Student Admissions		Campus Prindrices					
	Records and Enrollmen		Academic Records					
	Curriculum Managemer		Degree Progress/Graduation					
	Financial Ald		Transfer Credit					
	Academic Advisement		Admissions					
	Contributor Relations		Admissions					
	Set Up Common Object		Involvement					
	Set Lin SACR							
	Enterprise Components		Advisor Center					
	OBJEE Reporting		Service Request Center					
	My Preferences		Program Enrollment					
	My Dictionary		WSU Optional Services					
	My Feeds		Student Center					
			Request Information					
			Request Official Transcript					
			Class Search					
			Browse Course Catalog					
			Evaluate My Transfer Credit					
			Community Directory Search					
			Notifications Center					
			Advising Notes					
			My Comm Center					
			Notices					

7. Once Admissions is selected a final drop-down menu should appear. On this final drop down menu you will select Accept Admission:

Main Menu 🗸									
Search Menu:									
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	Campus Community		Academic Planning						
	Student Recruiting		Enrollment	*					
	Student Admissions		Campus Finances	*					
	Records and Enrollmen		Campus Personal Informatio	n 🕨					
	Curriculum Managemer		Academic Records	•					
-	Financial Aid		Degree Progress/Graduation	1 +					
	Student Financials		Transfer Credit	•					
	Academic Advisement		Admissions	Accept Admi	ssion				
	Contributor Relations		Student Admission	Application S	itatus				
	Set Up Common Objec		Involvement	•					
	Set Up SACR		Advisor Center	•					
	Enterprise Components		Search	•					
	OBIEE Reporting		Service Request Center	•					
	My Preferences		Program Enrollment	•					
	My Dictionary	ary 📄 WSU Optional							
	My Feeds		Student Center						
			Request Information						
			Request Official Transcript						
			Class Search						
			Browse Course Catalog						
			Evaluate My Transfer Credit						
			Community Directory Search	ı					
			Notifications Center						
			Advising Notes						
			My Comm Center						
			Notices						

8. When Accept Admission is selected this will bring you to a screen stating your Academic Institution, the term you are accepting for, your Academic Career, your Program, your Application Number, and ACCEPT/DECLINE. You will select ACCEPT/DECLINE:



9. Once ACCEPT/DECLINE is selected you should be brought to a page where you can either Accept or Decline your offer of admission. If Accept is selected please wait up to 48 hours for the Washington State University system to fully matriculate your admission. Once matriculated and if within the given enrollment dates you can begin enrolling in your courses for your upcoming semester.

Thank you and Go Cougs!!!,

WSU Graduate School