Student On-line Registration Instructions for 6+ Credits

1. Go to CMN Official Website www.menominee.edu, go to left side of screen and click on My Empower or enter http://empowerweb1.menominee.edu/fusebox.cfm in the browser and press enter.

2. Enter your username and password then click on the “Submit” button.

3. To register for classes click on the Registration tab. The Course Registration link will be available.

4. Choose the term.

5. All students must update their address, phone number, and email. Click on Review Your Data.
6. Please review your personal information. If any information is incorrect, click on Update and change necessary information.

7. All students must submit a Student Payment Contract. Answer each question. When all questions are answered, click on Update.
8. After your Personal Information and Student Payment Contract are updated, click on **Info is Correct – Continue**.

9. You are now able to register for your courses. Click on **Add Courses**.

10. Check the box next to the course you need and click **Register**.
11. After you click Register the screen below will appear. Click on See Detail to see the specific successful and possible pending registrations.

![Course Registration Screen](image)

12. If any pending registrations show on the screen, contact your Student Achievement Specialist to determine if you are eligible to register for the course.

![Pending Registration Screen](image)