WASHBURN
UNIVERSITY

Use your Washburn e-mail address and password to log in. This system provides secure access to several applications including MyWashburn and Degree Works.

First time user? Go to activate your account at Account Activation Form. See Support Information.

If you encounter problems logging in, please contact ITS Support at support@washburn.edu or call 785.670-3000.

| User Name | Password | Sign In |

STEP 1:
Login to MyWashburn

WASHBURN
UNIVERSITY

Home
Home Community / Home

- Home
  - News & Events
  - University Services
  - Student Academics
  - Student Life
  - Financial Services
  - Finance
  - Faculty
  - MyCourses
  - Employee
- Sites

Welcome to MyWashburn!

While the look has changed, all the resources are still here.

What is new:

1. Navigation is on the left.
2. Search for what you are looking for with the box in the top left.
3. Access the site from any device.

Important Note: With the new authentication scheme, it is very important that you use the Sign Out link on the upper right to exit MyWashburn. Do not just "X" out of the window. This may create problems logging in the next time from the same device.

Technical Support

For technical assistance contact ext. 3000

Technology Support Center (Bennett 104)
Support Hours
Mon - Thurs   7:30am - 11:00pm
Fri   7:30am - 5:00pm
Sat   8:00am - 5:00pm
Sun   1:00pm - 11:00pm

Office 365 Email Calendar

- Lookup WUAD / Office 365 Email & Calendar Account Information

- Change Your WUAD / Office 365 Email & Calendar Password (Required for first access to Office 365)

- Login to Office 365 Email & Calendar

Phishing Scam Awareness

View this video to learn more about how to spot a phishing scam email.

WASHBURN
UNIVERSITY

Student Academics

Home ⌄

News & Events

University Services

Student Academics

Student Life

Financial Services

Finance

Faculty

MyCourses

Employee

☆ Sites

Registration Information

Registration
Check your registration status
Search for available courses
Withdraw from All Courses
REGISTER FOR COURSES/ADD OR DROP CLASSES
Registration Menu
View Detail Course Schedule

Additional Registration Information
Academic Calendar
Important deadlines/dates for this week
Last Day" deadline for courses
Refund Dates by Course
Course Schedule and Registration Information Guide
View Catalog Information..Including Prerequisites
Final Exam Schedule

University Registrar Links
View academic transcript
View midterm grades for freshmen
View final grades
Update your address information
Transcript Request and Enrollment Verification
Name Change Information

Graduation and Beyond
Commencement Web Site
Apply to Graduate
Diploma Mailing

Academic Advising

Academic Advising Office
Majors & Programs
Declare or Change Your Undergraduate Major
University and General Education Requirements
University Catalog
Instructions for Processing Degree Audits
NEW Process Degree Audits & SEP (2016-2017 catalog and beyond)
Process Degree Audits (Catalogs PRIOR to 2016-2017)
Washburn University Transfer Guide
GPA Calculator

Academic Opportunities

WTE Declaration and Activity Plan Submission. For more information
about the Washburn Transformational Experiences, please go to WTE.

Apeiron, A Forum of Student Research, Scholarship and Creativity.
Register for Apeiron.

University Honors Program

Study Abroad

Leadership Institute

Learning in the Community (LinC)

Academic Profile

Select Another Term ▾

Primary

Curriculum

Class Standing: Post Baccalaureate

Admit Term: Spring 2018

Catalog Term: Spring 2018

College: VPAA/Other

Campus: Washburn University

Major: Non-Degree Seeking

_____

Transcript   Holds

STEP 3:
Click on "WTE Declaration and Activity Plan Submission" link.

Washburn University
Transformational Experience

Login
After providing the following information please press the Submit button.

Washburn Email Address   Password

[   ]   [   ]   [Submit]   [Cancel]

STEP 4:
Login to WTE

washburn.edu   https://www2-prod.washburn.edu/iss/wte/index.php

Classics in the Histo...   MyWashburn   money ▾   Washburn links ▾   ANGEL Learning

Washburn University   ⊗   Transformational Experience – ...   ⊗   +

Transformational Experience

Search for:

[   ]   Go

Sort order:
● Last Edited
● Date Submitted
● Alpha
● WTE Area

Declarations:
● Currently Submitted
● Archived/Deleted

Activity Plans:
● Developing Plan
● Submitted for Approval
● Mentor Approved
● Administrator Approved
● Disapproved
● Plan Not Started

Project Completion Forms:
● Submitted for Approval
● Mentor Approved
● Dean/Chair Approved
● WTE Director Approved

Administrator   Search Results   *1 total.*   New   Ad

STEP 5:
Click on "Activity Plan" link.

To view completed WTEs, please choose 'Archive' in the left navigation column. Completed WTEs are a

Name	Preference Area	Date of Last Edit / Submitted	Major(s)

View Declaration   Activity Plan

Frost, Whitney   Scholarly or Creative Activity TE   Last edit 2012-02-10 13:06:04   Psychology
Activity plan not started.

New WTE Declaration   Add/Manage Activity Plan Templates

Done

washburn.edu https://www2-prod.washburn.edu/iss/wte/index.php

Google

Classics in the Histo... | MyWashburn | money ▾ | Washburn links ▾ | ANGEL Learning

Washburn University ⊗ | Transformational Experience – ... ⊗ | +

Transformational Experience

Activity Plan Detail
Scholarly or Creative Activity TE
Whitney Frost

Report Save Exit

Click here for Scholarly Creative WTE Grant Application

All activity plan input fields required.

... optional plans for your declaration ...

Title of
Plan/Position Title

Activity Description

Plan Goals

STEP 6:
The title of your Activity Plan is the title of your study abroad program. WHAT YOU ENTER HERE IS WHAT WILL APPEAR ON YOUR WU TRANSCRIPT. Please check for spelling and grammar!

Done

washburn.edu https://www2-prod.washburn.edu/iss/wte/index.php

Classics in the Histo... MyWashburn money Washburn links ANGEL Learning

Washburn University   Transformational Experience – ...   +

Activity Plan Detail
Scholarly or Creative Activity TE
Whitney Frost

Report Save Exit

Click here for Scholarly Creative WTE Grant Application

Psychology

All activity plan input fields required.

... optional plans for your declaration ...

Title of
Plan/Position Title

Activity Description

Plan Goals

STEP 7:
The "Activity Description" is a brief (one paragraph) summary of the program and all that you plan on doing during your time abroad. You want enough detail so that the reader will have an idea what activities you will be participating in.

Done

washburn.edu https://www2-prod.washburn.edu/iss/wte/index.php

Google

Classics in the Histo... MyWashburn money Washburn links ANGEL Learning

Washburn University | Transformational Experience – ... | +

Transformational Experience

Activity Plan Detail
Scholarly or Creative Activity TE
Whitney Frost

Report Save Exit

Psychology

Click here for Scholarly Creative WTE Grant Application

All activity plan input fields required.

... optional plans for your declaration ...

Title of
Plan/Position Title

Activity Description

Plan Goals

STEP 8:
In no more than one paragraph, describe *your personal goals.* What do you plan to accomplish as a result of your WTE program? How does it fit into your program of studies or general education goals?

Done

washburn.edu https://www2-prod.washburn.edu/iss/wte/index.php

Classics in the Histo...   MyWashburn   money ▾   Washburn links ▾   ANGEL Learning

Washburn University   ⊗   Transformational Experience – ...   ⊗   +

Objectives: This section should include a timeline with specific activities which will be accomplished to meet the goals and objectives.

Are you seeking funds for your Scholarly Cr

Yes ○   No ○   No

(If yes, please click on the appropriate

Estimated Start Semester: [▾]

Est. Completion Semester: [▾]

Mentor E-mail: mike.russell@washburn.edu

Student Agrees that the Plan is ready
Choose Yes to n

Mentor

Administrator

STEP 9:
Enter a <u>detailed</u> timeline of the entire program, end with the estimated WTE public presentation date.
- Short term programs = day by day account
- Semester or Academic Year programs = week by week

Consult your Faculty Mentor, Host University, or Program Provider for detailed information.

INCOMPLETE ACTIVITY PLANS WILL NOT BE APPROVED AND MAY RESULT IN LOSS OF SCHOLARSHIP.

Save   Exit

Done

washburn.edu   https://www2-prod.washburn.edu/iss/wte/index.php

Classics in the Histo...   MyWashburn   money ▾   Washburn links ▾   ANGEL Learning

Washburn University   ⊗   Transformational Experience – ...   ⊗   +

Objectives: This section should include a timeline with specific activities which will be accomplished to meet the goals and objectives.

Are you seeking funds for your Scholarly Creative or International Education WTE?

Yes ○   No ○   Not Applicable ○

(If yes, please click on the appropriate link at the the top of the page.)

Estimated Start Semester: [▾]   Estimated Start Year: [▾]

Est. Completion Semester: [▾]   Est. Completion Year: [▾]

Mentor E-mail: mike.russell@washburn.edu

Student Agrees that the Plan is ready for Mentor Approval? Yes ○   No ○
Choose Yes to notify your mentor that plan is ready

Mentor Approves this Plan? Yes ○   No ○

Administrator Approves this Plan? Yes ○   No ○

Report Save Exit

Save   Exit

Done

STEP 10:
Easy stuff. Complete the following items.

washburn.edu https://www2-prod.washburn.edu/iss/wte/index.php

Classics in the Histo...   MyWashburn   money ▾   Washburn links ▾   ANGEL Learning

Washburn University   Transformational Experience – ...   +

Objectives: This section should include a timeline with specific activities which will be accomplished to meet the goals and objectives.

Are you seeking funds for your Scholarly Creative or International Education WTE?

Yes ○   No ○   Not Applicable ○

(If yes, please click on the appropriate link at the the top of the page.)

Estimated Start Semester: [▾]   Estimated Start Year: [▾]

Est. Completion Semester: [▾]   Est. Completion Year: [▾]

Mentor E-mail: mike.russell@washburn.edu

Student Agrees that the Plan is ready for Mentor Approval? Yes ○   No ○
Choose Yes to notify your mentor that plan is ready

Mentor Approves this Plan? Yes ○   No ○

Administrator Approves this Plan? Yes ○   No ○

Report Save Exit

Save   Exit

STEP 11:
Select "Yes".

STEP 12:
Click "Save."
Once the WTE Mentor and Area Administrator have given their approval, you will have officially completed the Activity Plan!!!

Done