1. Go to CMN Official Website www.menominee.edu, go to left side of screen and click on MyEmpower 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. 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**.

![Image of Info is Correct - Continue button]

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

![Image of Course Registration page]

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]

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.