

# SEA Enrollment/Add/Drop a Class Instructions (CAC Required):

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**1) Students must first register for an Empower account.**

**2) Once your Empower account is established, then you can Enroll in any SEA Class with quotas available using these instructions.**

**If a class does not appear in Empower, then all quotas are filled for that class.**

**IMPORTANT NOTE:** if your Empower account was setup **prior to April 15, 2016**, you must update your Empower account before your CAC login will work.

To update your existing Empower account, contact the Naval War College Help Desk at: 401-841-4900 or email: [support@usnwc.samanage.com](mailto:support@usnwc.samanage.com). **Request your Empower account to be updated** with your CAC DOD ID # (on the backside of your CAC). It may take up to 24 hours for the update to take effect. Once updated, you will be able to log into Empower with your CAC.

If you have any questions about registration or enrollment, feel free to contact us directly.

**SEA Registration: (401) 841-4221, [registration.sea@us.navy.mil](mailto:registration.sea@us.navy.mil)**

**SEA Course Director: (401) 841-4944, [coursedirector.sea@us.navy.mil](mailto:coursedirector.sea@us.navy.mil)**

**Have your CAC ready? Then click the link below to reach the Empower website:**

**<https://cmsweb.usnwc.edu/fusebox.cfm>**

**Note: you can also use the “*register for an Empower account*” link on our SEA [website](#).**

Log into Empower, and then click “Continue.”

Student Applications Continue Application

## Naval War College

Newport, Rhode Island

### Smart Card Login Students and Faculty

If you have a CAC (Common Access Card) click the continue button below.

**Continue**

Welcome to the Naval War College Student Information System

**Logon Assistance:** If further assistance is required logging in, please email the NWC Help Desk at [helpdesk@usnwc.edu](mailto:helpdesk@usnwc.edu), support hours are M-F 0900-1100 and 1300-1400 EST. Please give 24-48 hours to respond.

**Other Assistance:** If you require assistance with any other aspect other than logging in, Resident Students please contact the Dean of Students at 401-841-3373. For Non-Resident Students, please navigate to the below URL for contact information for each program.

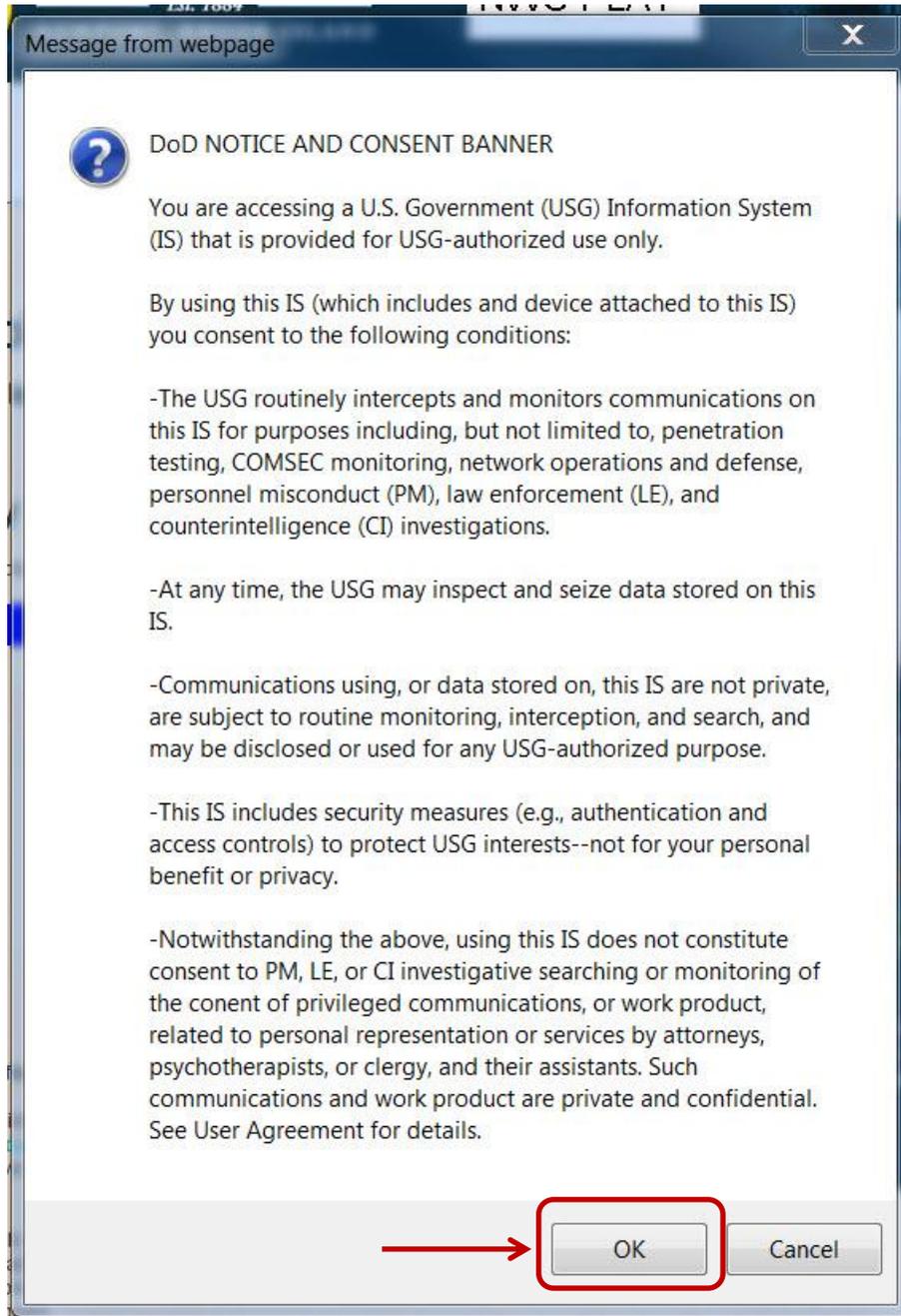
[College of Distance Education Programs](#)

U.S. NAVAL WAR COLLEGE  
Est. 1884  
NEWPORT, RHODE ISLAND

This site was designed and tested to run correctly when viewed through Internet Explorer, versions 7 and 8, and Mozilla Firefox, versions 2 and 3. It makes extensive use of Javascript. If you are viewing this website through a different browser, or, if you have javascript support disabled, some portions of the site may not display correctly and functionality might be impaired. You can download Mozilla Firefox for free from <http://www.mozilla.com>. If you are having difficulties with IE 7/8 or Mozilla Firefox 2/3, please take a look at the settings page available at <http://www.empower-xt.com/help/browser-settings.htm>.

You must have a token or CAC card to login into the NWC Empower system

You will immediately be prompted with the DoD Notice and Consent Banner

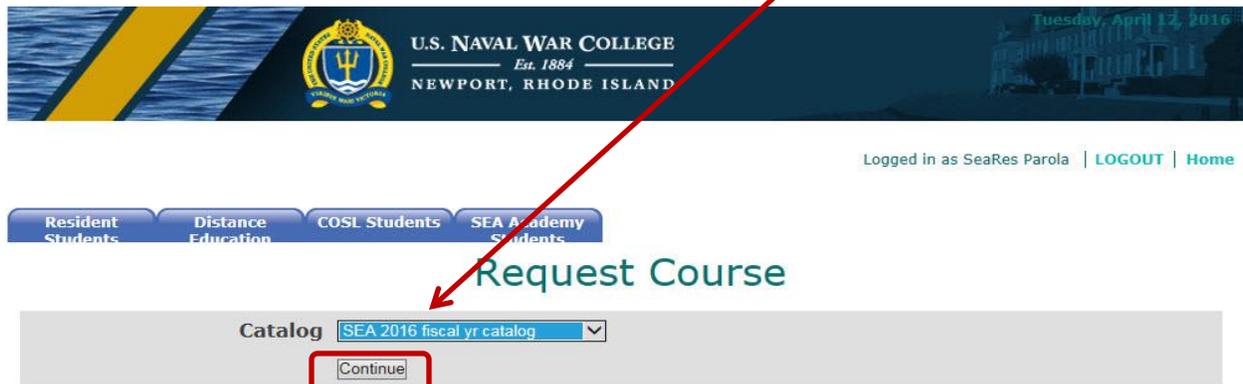


Click "Ok" to this warning.

On this screen click the “SEA Academy Students” tab, and then click on “Course Enrollments.”



This will bring you to the Catalog screen. Select your catalog and then click “continue.”



Within each registration window, certain limits may restrict the number of courses for which you will be allowed to register, the number of classes for which you can waitlist if registration is disallowed (for reasons such as being full to capacity, permission required, etc.). If registration issues preclude your registration in one or more classes, the 1st Priority limit defines how many times you can indicate a class is your desired 1st priority. If the limit is 1, you can only designate one class as your 1st priority. If the limit is 2, you can designate two classes as your 1st priority. Etc.

This will bring you to the Student group you are assigned to. Click “continue.”



Logged in as SeaRes Parola | LOGOUT | Home

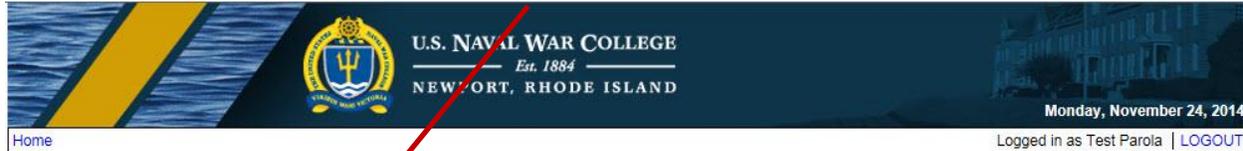
- Resident Students
- Distance Education
- COSL Students
- SEA Academy Students

## Registration

A study emphasis is required  
TAD USN E8 - E9 (SEA)

[Continue](#)

To drop from a class, click the “Drop” button on to the left of your course.



Home | Logged in as Test Parola | LOGOUT

- Resident Students
- Distance Education Students
- COSL Students
- SEA Academy Students

## Request Course

Credit Hrs	Undergrad	Graduate
Earned	0	0
Required	0	0
Registered		0
Elected		

Senior Enlisted Academy 2015  
Parola, ICCS Test  
Successful Registration

[Add Courses](#)  Add Courses from Course Catalog

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
SEA	SEA	PI	CR	SEA Course	0	M T W R F	07:00/04:30	Team

[Drop](#)

Credits: 0

### Pending Registration -- see reasons below

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
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No Pending Registration -- Click Add Courses button to add courses from Course Catalog

Credits: 0

Remember the drop/add period for courses ends 10 days before the Blackboard start date.

**NOTE: class dates can also be found on our SEA website under the “Class Schedule” link.**

**If you have any questions about SEA enrollment feel free to contact us directly.**

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