1) Begin an ITR submission by logging into your Student Center account using your Western User ID and Password.

2) Click Complete My Intent to Register found under Student Services Links along with right side of your Student Centre page (see Figure 1.1)

3) First select your Academic Status: (Full-time or Part-time). Click Continue (see Figure 1.2)
4) Review your current program and indicate whether to **Continue in Current Program** or begin the steps below to select a New Program. Select the Faculty. Click **Continue** (see Figure 1.3)

![Figure 1.3](image)

5) Select your Degree. Click **Continue** (see Figure 1.4)

![Figure 1.4](image)

6) Select your Module. Click **Continue** (see Figure 1.5)

![Figure 1.5](image)
7) Specify your Degree/ Module. Specify your Certificate (optional). Click **Continue** (see Figure 1.6)

![Figure 1.6](image)

8) Review your Choice, Click **Confirm**. To make alterations, click **Back** in your browser.

![Confirmation](image)

9) Submit a 2<sup>nd</sup> Choice, begin the process again at step 3. To finish, select **Exit Intent to Register**

![Exit Intent to Register](image)

THE END