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

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. 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@usnwc.edu
SEA Course Director: (401) 841-4944, coursedirector.sea@usnwc.edu

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.”

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.”

This will bring you to the Student group you are assigned to. Click “continue.”
This will bring you to the Request Course page. Click “Add Courses.”
“Check” the box next to the class you want to take. Then click “Register.”

NOTE: If the class is full, it will show “0” in the Avail column and the “Check” box will be turned off. Please select a course that has available seats.

If you want more information about the course, click on the “Detail” button.

This screen will show up once you have successfully enrolled in a course.
If you decide you want to drop from the class and select a different one, click the “Drop” button on the left of your course.

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 “Schedule” link.

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

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