Police Academy
2500 Carlyle Avenue • Belleville, IL 62221-5899
800-222-5131, ext. 5396 • (618) 235-2700, ext. 5396 • Fax (618) 236-1094
E-mail: Van.Muschler@swic.edu

Applications and Pre-Registration Due – Monday, August 7, 2017
POWER Test– 8:00 a.m. Wednesday, August 9, 2017
Class Begins – Tuesday, August 22, 2017

<u>**You must complete the Southwestern Illinois College pre-registration process.**</u> Instructions for beginning your online registration are below. **Don't look at the long list of instructions and panic! We have made this as simple and quick as possible for you. The entire process will take about 1 hour total computer time.** Please begin as soon as possible. If you run into difficulty at any time, please call (618) 222-5396 and we will assist you. **If you have previously been a student at SWIC, you do not need to register again, but please do follow the instructions in bold print immediately before Step 2.**

Step 1. **The next step in enrolling** is completing a New Student Information Form online.
- To begin go to https://estorm.swic.edu.
- In the upper left corner is a box for new student information.
- Click on the link in the box that says "Fill out the online New Student Information Form today to get started at SWIC."
- The next page you see is titled "SOUTHWESTERN ILLINOIS COLLEGE APPLICATION / NEW STUDENT INFORMATION FORM   PROCEDURES". Scroll down this page and click in the circle to the left of the words "No - I have not previously completed an Application or New Student Form". Click "Continue to application".
- Fill in all the information on this page. You MUST include an e-mail address.
- You will need to fill in the term you are registering for. **The term is Fall 2017**.
- Near the bottom of the page is a box titled "Degree/Certificate Information." In this box, first select the circle to the left of **"Pursue a DEGREE IN APPLIED SCIENCE."** After you select this a pop-up will appear in the upper right corner of the box. It will say "* Select a program". **Type 0029 in this box**.
- Finish the form and click the "Submit" button at the bottom of the page. If any of the required information has not been completed, you will be reminded to complete it at this time. Once you have entered the info, you must click "Submit" again. **Your form does not process until you press Submit.**
- Within the next 24 hours (probably immediately) you should receive an e-mail to the e-mail address you provided on the form from Enrollment Services at Southwestern Illinois College informing you that your form has been received and is being processed. If you do not receive this e-mail, check your junk mail folder. **If you have not received it after 24 hours call Susan Attaway at the Police Academy at (618) 222-5396.**
- Within the next five days you will receive another e-mail from Enrollment Services assigning you a student ID number. It may be a long e-mail, but the only thing you need from this e-mail is the student ID number at the top of the page.
- After receiving your student ID # proceed to step 2 in the online enrollment process.
- **While you are waiting to receive your ID number, complete and return the application and indemnification and mail in the attached self-addressed postage paid envelope. Make sure the information you enter online (address, e-mail address, phone number, etc.) matches the information on the application forms you mail back to the academy.**

TURN PAGE OVER

Step 2. Proof of Residency

- Your proof of residency in most cases is a Driver's License, however **the address on your Driver's license must match the address on your application and online registration and must be dated 30 days prior to the start of the class**. **If your Driver's License does not match the address on your application and online registration please get it updated immediately.** If you cannot meet these requirements e-mail Susan.Attaway@swic.edu (or call 618-222-5396) for a list of other documents which will be acceptable for proof of residency.

Step 3. New Student Orientation.

- In order to set up your eSTORM account you must participate in our online New Student Orientation. Go to estorm.swic.edu and look for the main menu drop down arrow at the top left side of the page. Press the arrow and select New Student Orientation. You will need to use your SWIC Student ID Number to log in to the orientation. You will not need most of this orientation information during your time in the Full Time Basic Law Enforcement Course. You are encouraged to look at the information, but if you prefer to just select the "Save and Continue" or "Next" button at the bottom of each page you can move quickly through the Orientation. You will be required to fill out the survey near the end. When you see the page that says you have completed the orientation and it asks if you want to print the certificate, you are done. **It is not necessary to print the certificate.** Close your web browser and reopen it to continue registering.

Step 4. Setting up your eSTORM account.

- Click the eSTORM link on swic.edu or go directly to eSTORM.swic.edu.
- At the eSTORM login screen, enter your student ID number as your username.
- Take the following steps to enter your password the first time you log in:
  - Step 1: Enter a "$" and a capital "W".
  - Step 2: Enter the last four digits of your Social Security number (or capital "XXXX" if you don't have a SSN).
  - Step 3: Enter your two-digit birth month, then your two-digit birth day.
- Example: If your SSN is 123-45-6789 and your birthday is Jan. 1, your default password would be: $W67890101.
- Note: You will be required to change your default password as instructed on eSTORM.
- If you have any problems setting up your eSTORM account, please contact our eSTORM helpline at (618) 222-SWIC.

Congratulations – You have completed your online pre-registration! You will finish by enrolling in specific classes during orientation.